Organizational Defense Travel Administrator (ODTA)

United States Marine Corps

Defense Travel System (DTS) Curriculum

Introduction

- As an Organizational Defense Travel Administrator (ODTA), you are:
  - Assigned to manage Defense Travel System (DTS) at organizational level
  - First line of information and assistance to travelers

Overview

- Main topics of this lesson include:
  - Identify ODTA responsibilities
  - Manage organization’s DTS
  - Identify applicable regulations
  - Identify available resources

Lesson Purpose

- The purpose of this lesson is to acquaint you with your duties and responsibilities as your organization's ODTA, present applicable regulations, and introduce available resources

Evaluations/Safety

- Evaluated by your participation
- Safety/Administrative Notes:
  - House/local rules
  - Location of restrooms
  - Location of emergency exits
  - Training will cease in the event of an emergency
  - Cell phones off or on vibrate

Transition

- Questions?
- Next: responsibilities of the ODTA

Responsibilities

What is an ODTA?

- Responsible for daily administration of DTS at organizational level
- Primary point of contact for subordinate organizations
- Marine or DOD civilian; not a contractor
- Appointed by commander using DD Form 577

Permission Levels

- In order to perform duties and responsibilities, ODTA is assigned the following permission levels:
  - Permission Levels 0, 1, 5
  - T-Entered
  - Organization and Group access

Other Positions

- ODTAs and LDTAs shall not be on a routing list, except by-name waiver from first O-6 in chain of command
- ODTA may also hold the position of:
  - Non-DTS Entry Agent (NDEA)
  - Post-Payment Reviewer (PPR)

Complete DD Form 577

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))*

☐ DISBURSING OFFICER	☐ DEPUTY DISBURSING OFFICER	☐ DISBURSING AGENT
☐ PAYING AGENT	☐ CASHIER	☐ COLLECTION AGENT
☐ CHANGE FUND CUSTODIAN	☐ IMPREST FUND CASHIER	☐ CERTIFYING OFFICER
☐ DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:

Complete DD Form 577

- One DD Form 577 for each individual
- If need more space, use addendum page
  - Include appointee's identifying information
  - Include signatures

Personal, Financial Liability

- ODTAs are not pecuniary, personally, or financially liable because they:
  - Do not obligate funds
  - Do not certify travel documents for payment

Required Training

- Required within 3 months of appointment and repeated annually:
  - ODTA Training
  - Authorizing Official (AO) Training
  - Travel Regulations Training

ODTA's Responsibilities

- Administer DTS in assigned organizations
- Conduct DTS training:
  - Conduct initial and annual DTS training
  - Disseminate training schedule
  - Maintain copy of attendance rosters
  - Ensure attendance at LDTA-sponsored training

Training Requirements

- Training shall be completed within 3 months of appointment and annually
- Annual refresher must be USMC DTS Curriculum except AOs, who can use USMC DTS Curriculum or Travel Policies, on TraX
- Travelers can use DTS 101 on TraX or USMC DTS Curriculum

Training Requirements

- LDTA: LDTA, ODTA, AO, COL, Travel Regulations, DMM
- ODTA: ODTA, Travel Regulations, AO
- FDTA: FDTA, Travel Regulations
- AO and SAO: AO, Travel Regulations, COL
  - AO refresher can be USMC DTS AO Training or Travel Policies training on TraX

Training Requirements

- NDEA: Travel Regulations, DTS Traveler
- Routing Official: Travel Regulations
- PPR: AO, Travel Regulations
- DMM: DMM, Travel Regulations
- Traveler: DTS Traveler or DTS Travel Documents (DTS 101) on TraX

ODTA's Responsibilities

- Ensure organization information is up-to-date in DTA Maintenance Tool
- Conduct profile and routing list maintenance
- Routing lists shall contain more than one official at each level

ODTA's Responsibilities

- DMO shall be on authorization routing lists when serviced by USMC DMO
  - Does not include routing lists for vouchers
  - Ensure "bypass Passenger Name Record (PNR) is selected

ODTA's Responsibilities

- Ensure traveler's email in profile is correct
  - IMPORTANT!
- Ensure traveler's EFT and GTCC is correct
- Retrieve and maintain required reports
- Maintain and disseminate DTA Contact Cards and DTS Tri-Fold information documents

ODTA's Responsibilities

- Maintain Tier I Help Desk:
  - Located within traveler's organization
  - Handles all traveler issues and troubleshooting
  - Assists AOs, ROs, NDEAs
- Ensure Tier I Helpdesk contact information is current and published within organization

Permission Levels

Level	Permissions – Allows User to:
0	Create travel documents and standard reports
1	View budget information; view LOAs; access the DTA maintenance tool and reports
2	Route and Review module; change default stamp when signing documents; provided to AOs and ROs
3	Edit budget information; request budget reports; view and edit EFT information for traveler's permanent profile
4	Access to the Centrally Billed Account (CBA) module
5	Access the DTA maintenance tool to create, view,

Permission Levels

Level	Permissions – Allows User to:
6	Headquarters, base, or site to manage DTS-related financial
Organization	Allows the user to maintain resources for organizations in the DTA Maintenance Tool
Group	Allows the user to view, create, and edit travel documents for others; every traveler must belong to at least one group

Roles and Permissions

Role	Permission Level (s)
LDTA	0, 1, 2, 3, 4, 5, 6; Organization and Group, Approval Override, DMM, SAO, NDEA (T-Entered)
ODTA	0, 1, 5; T-Entered; Organization and Group access
FDTA	0, 1, 2, 3, 6; Organization and Group access
AO, RO	0, 1, 2; Organization and Group access
NDEA	0, 2; NDEA (T-Entered); Group access
SAO	0; Self-AO Approval
RO	0, 1, 2; Organization and Group access
PPR	0; Organization and Group access
DMM	0, 6; DMM; Organization and Group access

Permissions, Roles

- Organization and Group access allows:
  - Access to Personally Identifiable Information
  - Must be appointed in DTS as accountable position
- As a result, personnel not properly appointed shall not have group or organization access

Permissions, Roles

- Monitor permission levels to ensure separation of duties
- Roles and permissions may overlap per table on next 2 slides

Role, Permission Overlap

Role	May Also Be	Shall Never Be
LDTA	NDEA, PPR, DMM	ODTA, AO, FDTA, SAO, RO, in a routing list
ODTA	NDEA, PPR	LDTA, FDTA, AO, SAO, RO, DMM, in a routing list
FDTA	RO, NDEA, PPR, DMM	ODTA, AO, LDTA
AO	SAO	LDTA, ODTA, NDEA, RO, PPR, DMM

Role, Permission Overlap

Role	May Also Be	Shall Never Be
NDEA	RO	LDTA, ODTA, FDTA, AO, SAO, PPR, DMM
SAO	AO	ODTA, FDTA, NDEA, RO, PPR
RO	NDEA, PPR	LDTA, ODTA, FDTA, AO, SAO, DMM
PPR	LDTA, ODTA, FDTA, NDEA	AO, SAO, RO
DMM	PPR	LDTA, ODTA, FDTA, NDEA, AO, SAO, RO

Interim Transition

- Questions?
- **<u>Question</u>**: According to the lesson introduction, for what is the ODTA responsible?

Interim Transition

- **Answer**: To manage the DTS at the organizational level

Interim Transition

- **<u>Question</u>**: What permission levels are the ODTAs assigned?

Interim Transition

- **Answer**: Permission levels 0, 1, 5; T-Entered; Organization and Group access
- Next: continue with ODTA responsibilities

Users and Travelers

- Users are DOD personnel who:
  - Interact on behalf of another person
- Travelers are DOD personnel who:
  - Interact with DTS on their own behalf
  - User may prepare their authorizations, vouchers
- DOD contractors support; are not travelers; do not obligate funds or approve payments

Role of the AO

- Determines when travel is mission essential
- Authorizes travel, authorizes funds to be obligated, approves travel expenses
- Ensures vouchers completed within 5 days
- Personally and financially liable because obligates funds and certifies payments
- SNCO or civilian GS-7 or above

Role of the FDTA

- Establishes, maintains, and reconciles LOAs and budgets
- Is the point of contact for all DTS financial-related activities, including Standard Accounting Budget and Reporting System (SABRS) rejects

Role of the LDTA

- Assigns, monitors roles and permissions
- Manages installation’s DTS program
- Provides support to tenant activities
- Maintains Tier II Helpdesk
- Ensures required training is conducted

Self-Authorizing Official (SAO)

- For organizations that appoint SAOs:
  - Blanket or repeat travel orders do not exist
  - Contact the LDTA for more information

Debt Management

- Includes identifying, tracking, collecting, recording of debt-related activity
- Debt Management Monitors (DMMs) perform debt management
- Responsibility of travelers, AO, DMM

Debt Management

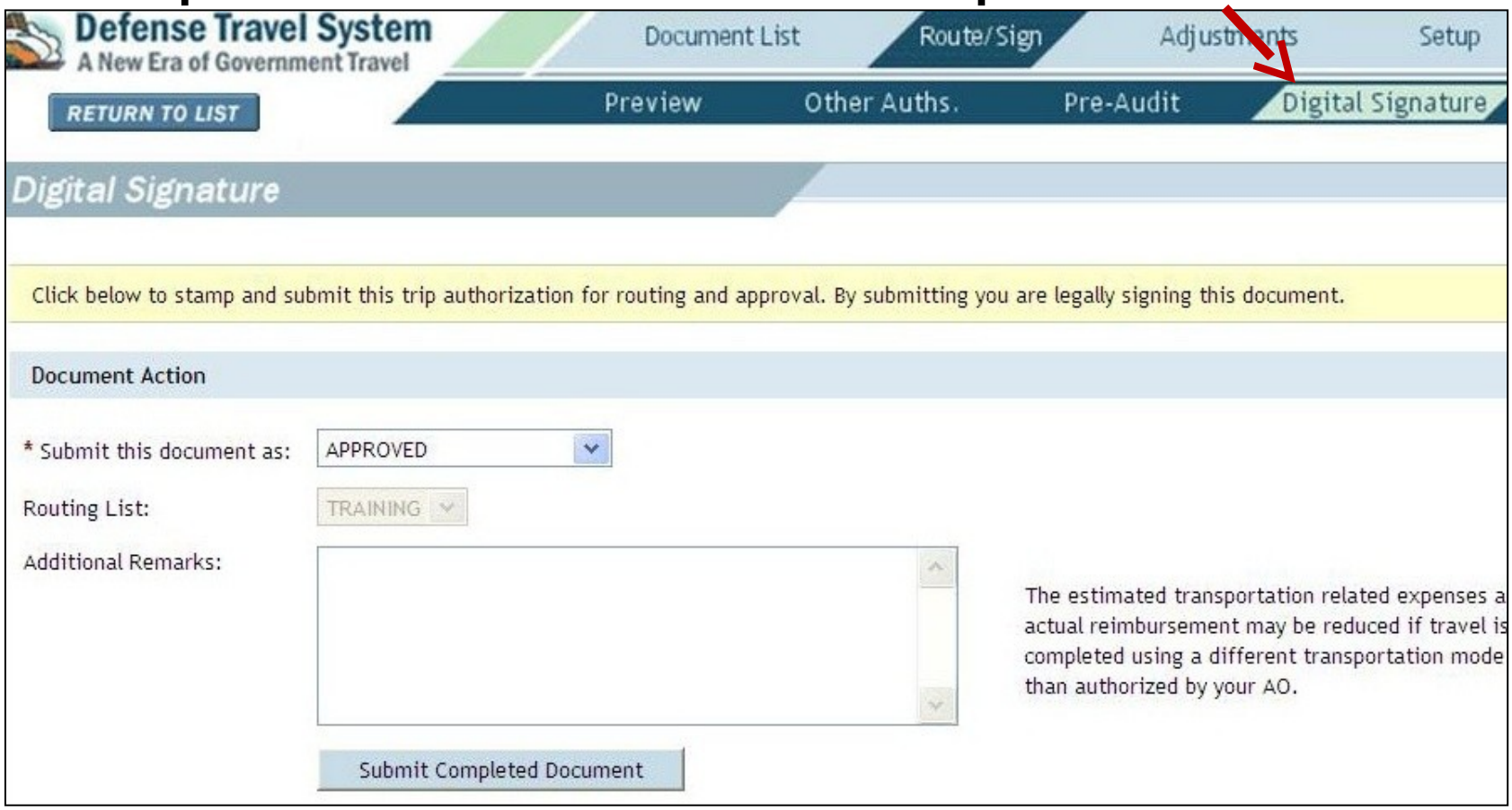
- Traveler must complete and AO approve a voucher, local voucher, or amendment
- AND
- Total previous payments exceed actual reimbursable expenses

Debt Management

- Scenarios for previous payments include:
  - Non-ATM advances
  - Scheduled partial payments (SPPs)
  - Previous vouchers or local vouchers
  - Post-payment review (PPR)

Digital Signature

- Captures document steps, records



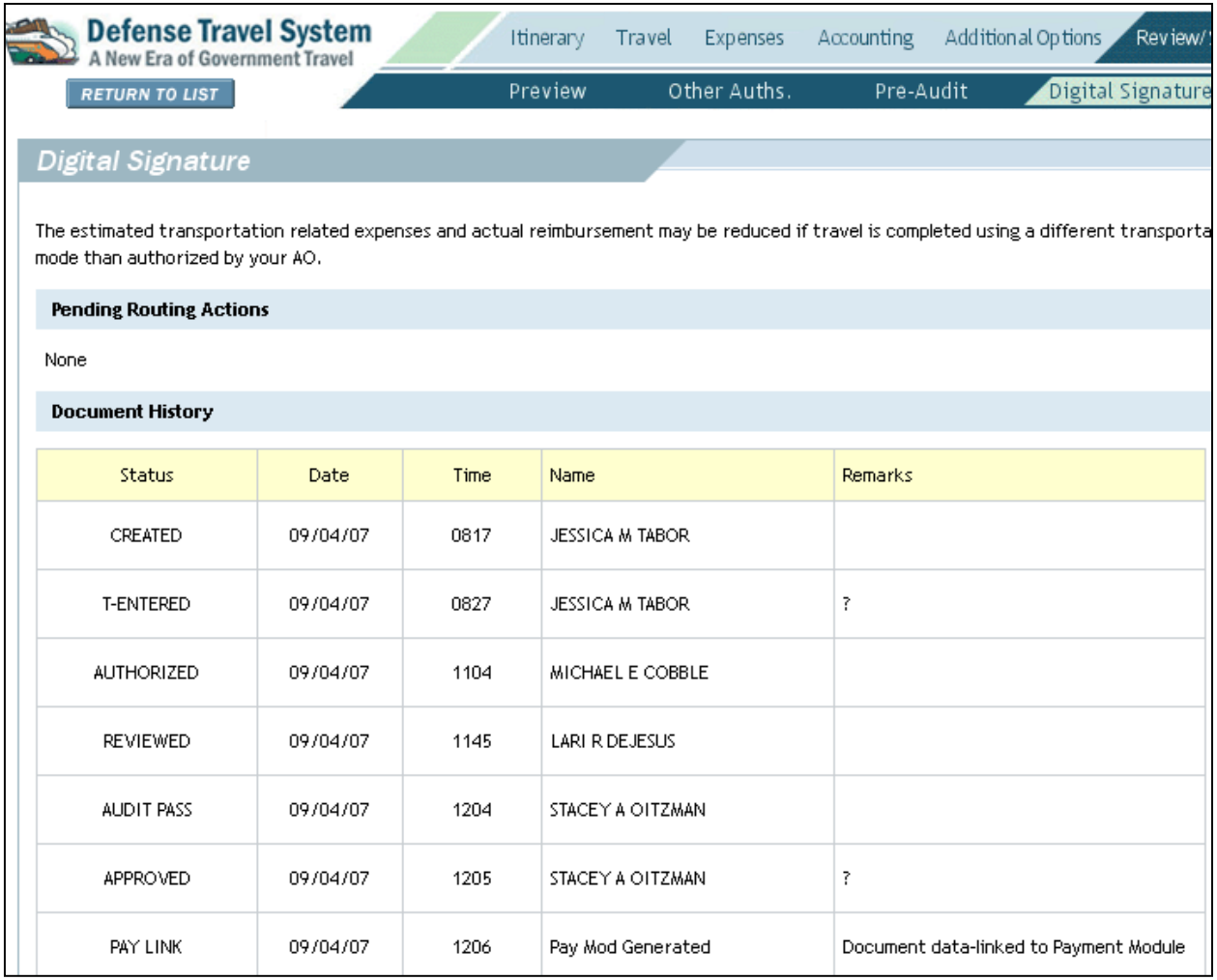
Digital Signature

- Captures document steps and records signatures
- When in “view mode”:
  - Digital signature page similar to audit trail or document history
  - List of steps document has been through, plus date and name of person that took action

Digital Signature

- When in “edit mode”:
  - You get active signature page
  - Document waiting a digital signature stamp
  - When you “digitally sign” a document, you enter your PIN for your Common Access Card (CAC) to verify who you are

Digital Signature



Status	Date	Time	Name	Remarks
CREATED	09/04/07	0817	JESSICA M TABOR	
T-ENTERED	09/04/07	0827	JESSICA M TABOR	?
AUTHORIZED	09/04/07	1104	MICHAEL E COBBLE	
REVIEWED	09/04/07	1145	LARI R DEJESUS	
AUDIT PASS	09/04/07	1204	STACEY A OITZMAN	
APPROVED	09/04/07	1205	STACEY A OITZMAN	?
PAY LINK	09/04/07	1206	Pay Mod Generated	Document data-linked to Payment Module

Travel Authorization

- Used to “authorize travel”
- Completed before TDY
- Provides estimate of trip cost
- Travelers verify profile before creating an authorization or voucher

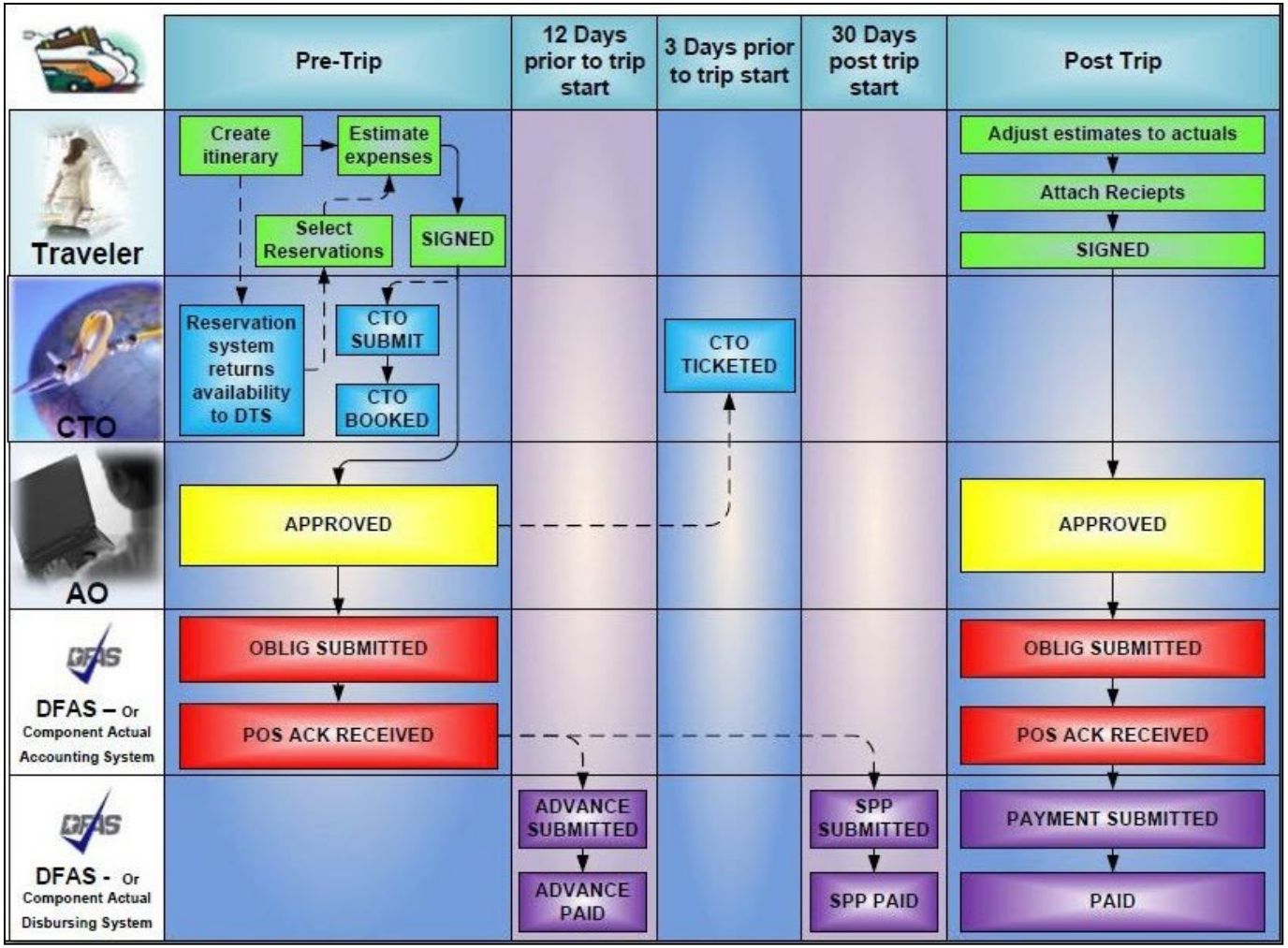
GTCC

- Mandatory use except for some travelers
- Travelers required to use card for all costs incidental to official business travel
- Must show GTCC as method of payment
- Will not be used for unfunded travel

Vouchers

- Vouchers record money spent during travel
- Traveler submits voucher to reconcile estimated expenses (authorization) with actual expenses

DTS Trip Process



Transition

- Questions?
- **<u>Question</u>**: What DTS role authorizes travel and approves travel expenses?

Transition

- **Answer**: AO.

Transition

- **<u>Question</u>**: What DTS role creates and maintains budgets and LOAs?

Transition

- **Answer**: FDTA
- Next: manage your organization's DTS

Provide Tier I Assistance

- DTS Travel Support utilizes a tiered Helpdesk approach to assist:
  - The unit, resource advisors, AOs/COs, traveler
- ODTA operates and provides Tier I Helpdesk assistance
- All requests initially made through Tier I

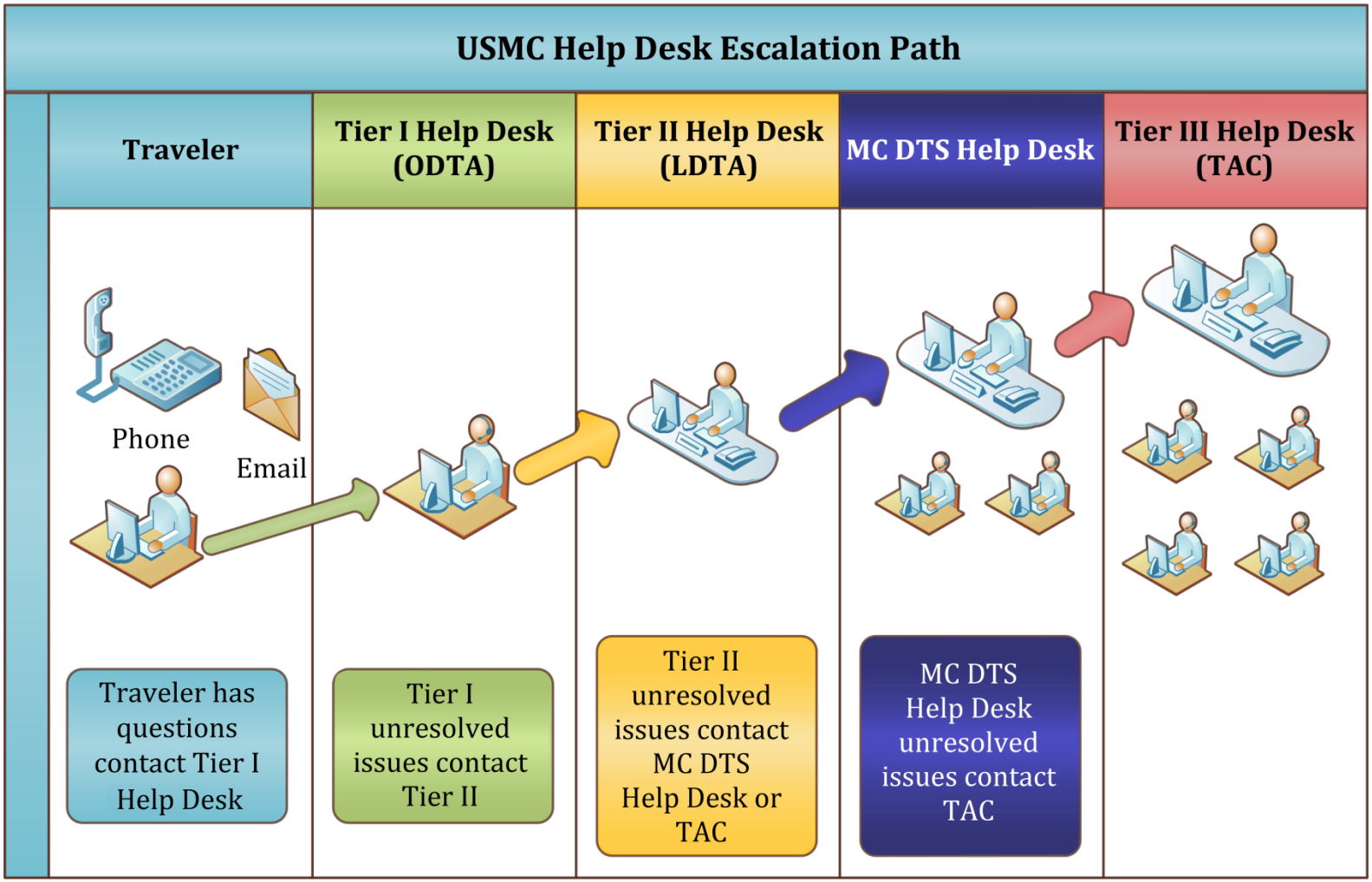
Provide Tier I Assistance

- Resources to be employed are:
  - DTS Tri-folds
  - Marine Corps Business Rules
  - DTMO web-based training (TraX)
  - Procedural guides for authorizations: Creating, reviewing, approving, canceling

Provide Tier I Assistance

- Resources to be employed:
  - Lesson Plans/Training Materials
  - Links to other sites; see http://www.defensetravel.dod.mil/site/links.cfm
  - Frequently Asked Questions (FAQs); see
  - http://www.defensetravel.dod.mil/site/pdcFAQs.cfm
  - Marine Corps DTS Portal; requires MCEITS access; see https://ips.usmc.mil/sites/dts_

Path of Escalation


USMC Help Desk Escalation Path
Traveler
Tier I Help Desk (ODTA)
Tier II Help Desk (LDTA)
MC DTS Help Desk
Tier III Help Desk (TAC)
Phone
Email
Traveler has questions contact Tier I Help Desk
Tier I unresolved issues contact Tier II
Tier II unresolved issues contact MC DTS Help Desk or TAC
MC DTS Help Desk unresolved issues contact TAC

Accuracy of Help Desk

- With LDTA, ODTA ensures Help Desk information is current and accurate
- Includes DTA Contact Card:

Travel Assistance

Local Help Desk: xxx-xxx-xxxx; (DSN) xxx-xxxx
Email: (insert email address)

DTA: (name) xxx-xxx-xxxx; (DSN) xxx-xxxx
Email: (insert email address)

Travel Assistance Center: 1- 888-Help1-Go
Overseas: Dial 1-888-Help1-Go from any DSN line

Submit a help desk ticket online through TraX:
www.defensetravel.dod.mil/passport

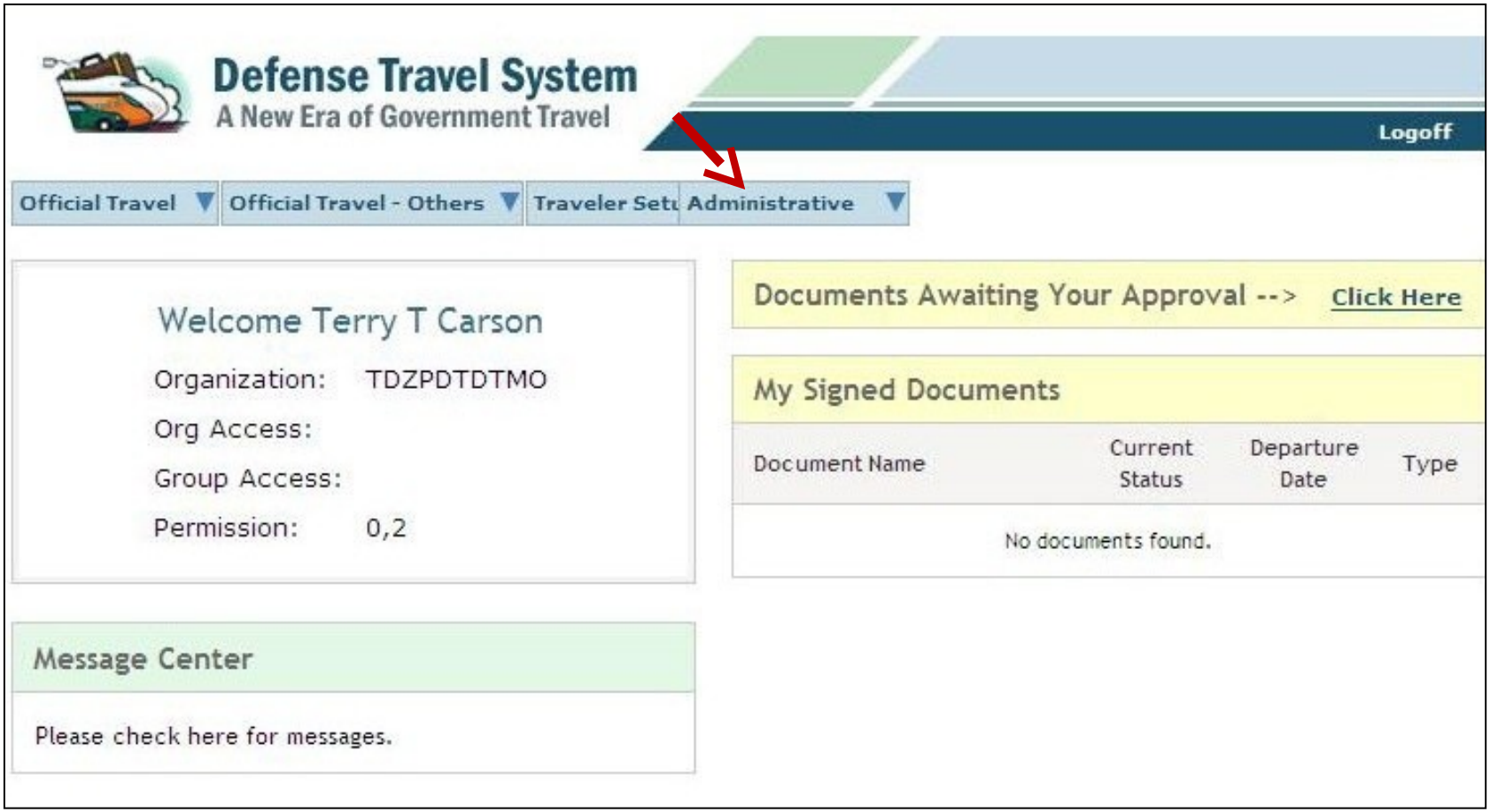
Installation Transportation Office:
111-111-1111; (DSN) 111-1111

Commercial Travel Office: xxx-xxx-xxxx
After Hours: xxx-xxx-xxxx

DTS Website: www.defensetravel.osd.mil

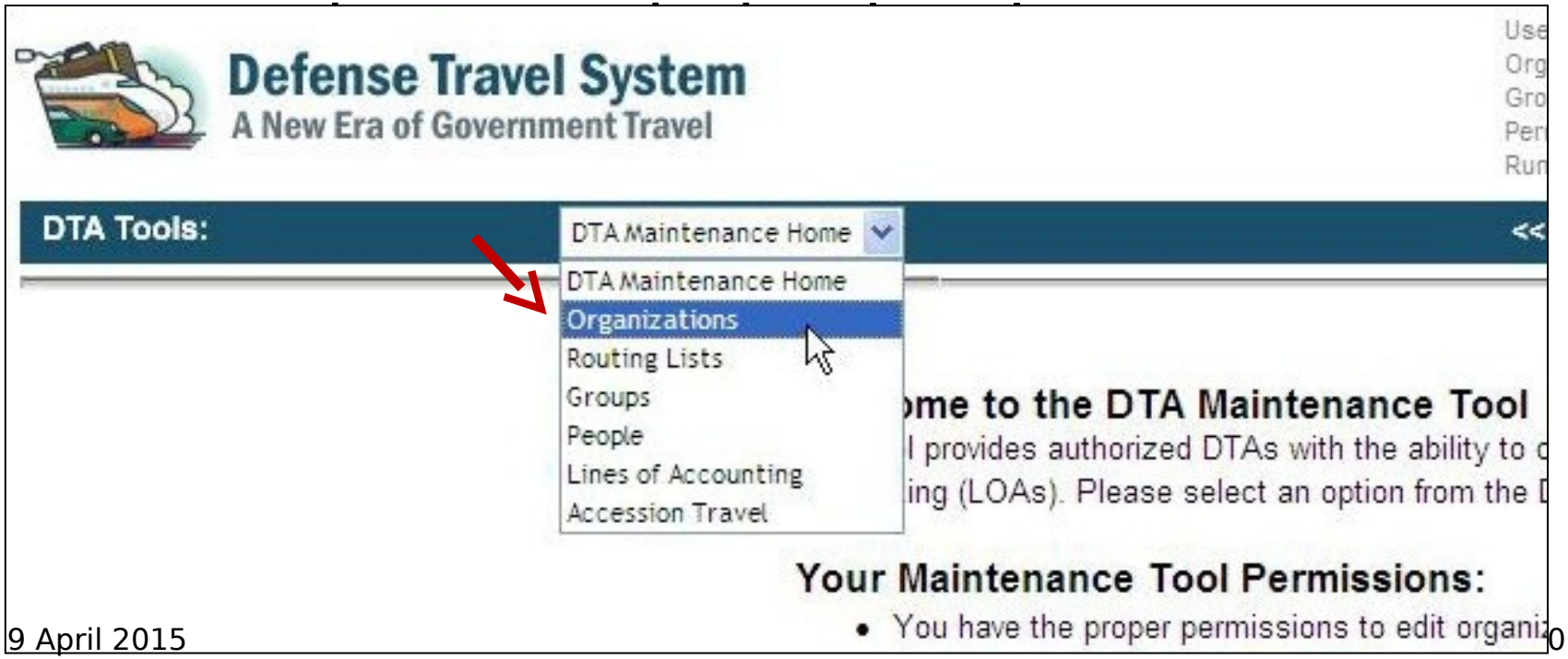
Access travel training and other travel resources through the Defense Travel Management Office
www.defensetravel.dod.mil

DTA Maintenance Tool



DTA Maintenance Tool

- ODTAs access Maintenance Tool
  - Manage organizations, routing lists, people



Detach, Receive Travelers

- All personnel check out with Tier I or Tier II Helpdesk
  - Ensure detached using DTA Maintenance Tool
  - Do not detach if document in progress
  - “DUE US”, “Due Process Served” or “Pay Collection” status, contact the DMM

Note

- When a profile is detached, the following roles stay with the person and must be de-selected to prevent the role from automatically following the person to their next location:
  - NDEA
  - SAO
  - Approval Override

Detach, Receive Travelers

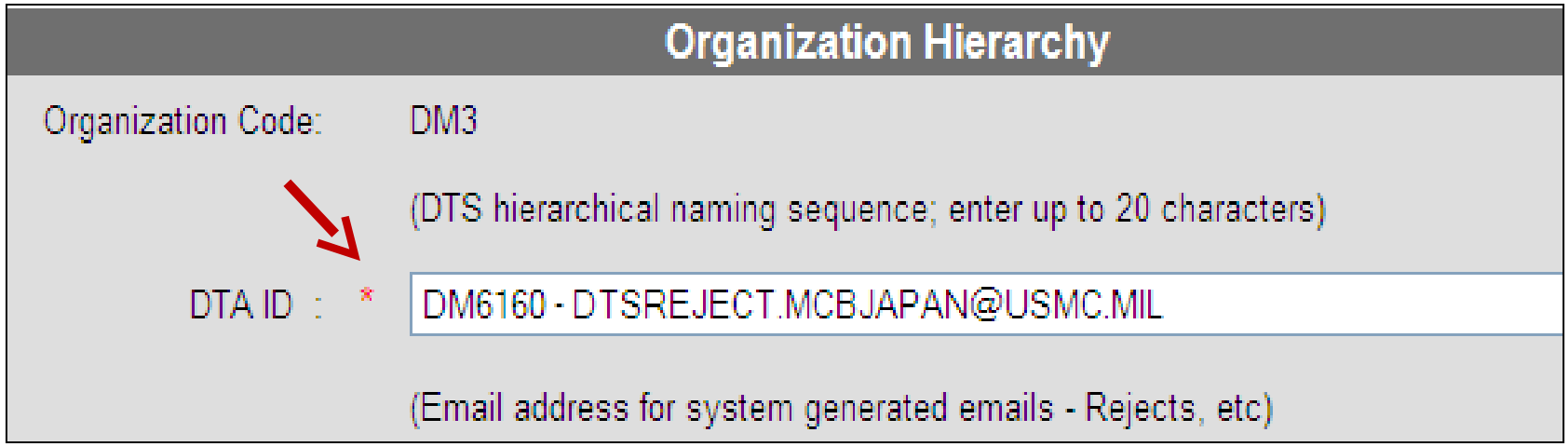
- Ensure individual received through DTA Maintenance Tool; more later, in DTA - People
  - If the individual has not been detached, the Tier I Helpdesk, Tier II Helpdesk, or the DTS Marine Corps Support Team shall contact the Traveler's previous organization

DTA - Organizations

- “Organization” is any unit, agency, activity, or department
- Organization structure assigns individuals for control of electronic document routing, accounting, reporting

DTA - Organizations

- ODTAs:
  - Monitor Reject Email Address
  - Verify “Organization Description” in “Organization Hierarchy”



DTA - Organizations

- ODTAs monitor organization email:
  - DTA ID, Organization Email, Self-Registration Email
  - Email Notification to be “On”
- If email in “Organization Hierarchy”

Self Registration Data
Site Name: * III MEF
(Geographic Location; City, Post, Camp or Station where the DTS Org is physically located)
Organization Description: * MWSS 171
(Unit name (i.e., 1/21 Infantry Battalion, 225th Fighter Wing, Operations Group, etc.))
Organization Email Address: * 1MAW.G-1.WPERS@USMC.MIL
Email Notification: On Off

Interim Transition

- Questions?
- **<u>Question</u>**: What are the ODTA's responsibilities with detaching travelers?

Interim Transition

- **Answer**:
  - Ensure DTA Maintenance Tool is utilized to detach travelers
  - If they are in a “Due US”, “Due Process Served”, or “Pay Collection” status, contact the DMM

Interim Transition

- **<u>Question</u>**: What are the ODTA's responsibilities with accuracy of the Helpdesk?

Interim Transition

- **<u>Answer</u>**: Ensure Helpdesk information is current and accurate for dissemination throughout the command

Interim Transition

- **<u>Question</u>**: What does the ODTA use to make administrative changes?

Interim Transition

- **<u>Answer</u>**: The Maintenance Tool
- Next: continue managing organization’s DTS

DTA - Routing Lists

- An electronic chain of routing and approving officials

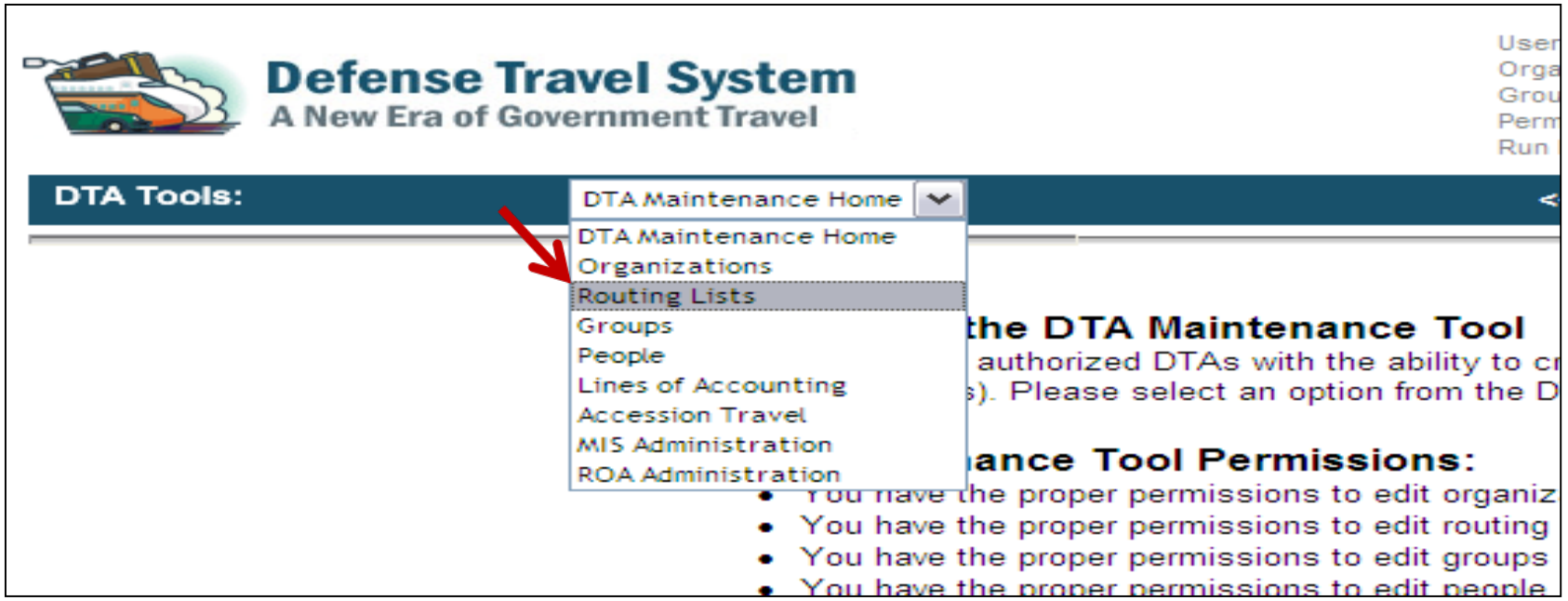
Defense Travel System
A New Era of Government Travel
Organization Access: TDTRAIN
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: March 07, 2011 - 12:24 EST
DTA Home | Help for
DTA Tools:
Routing Lists
Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities
Search Routing List(s)
Routing List Name:
Organization Name:
TDTRAIN
--Include Sub-Organizations
Default Routing Lists Only:
Search

DTA - Routing Lists

- Establish steps for electronic processing of documents
- Identifies officials with authority to conduct reviews, certify funds, approve documents
- Every routing list has at least two people/level
- ODTAs ensure routing lists properly configured

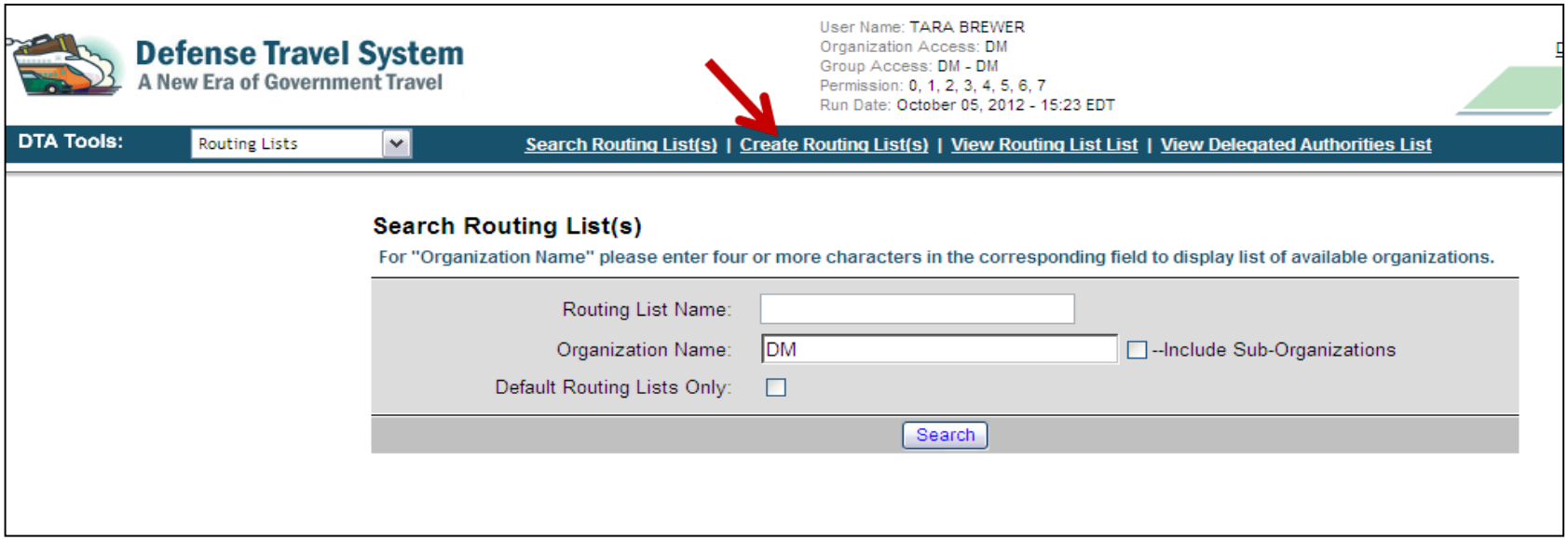
Create a Routing List

- Select “Routing Lists”


Defense Travel System
A New Era of Government Travel
DTA Tools:
DTA Maintenance Home
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel
MIS Administration
ROA Administration
the DTA Maintenance Tool
authorized DTAs with the ability to cr
). Please select an option from the D
ance Tool Permissions:
You have the proper permissions to edit organiz
You have the proper permissions to edit routing
You have the proper permissions to edit groups
You have the proper permissions to edit people

Create a Routing List

- Click “Create Routing Lists”

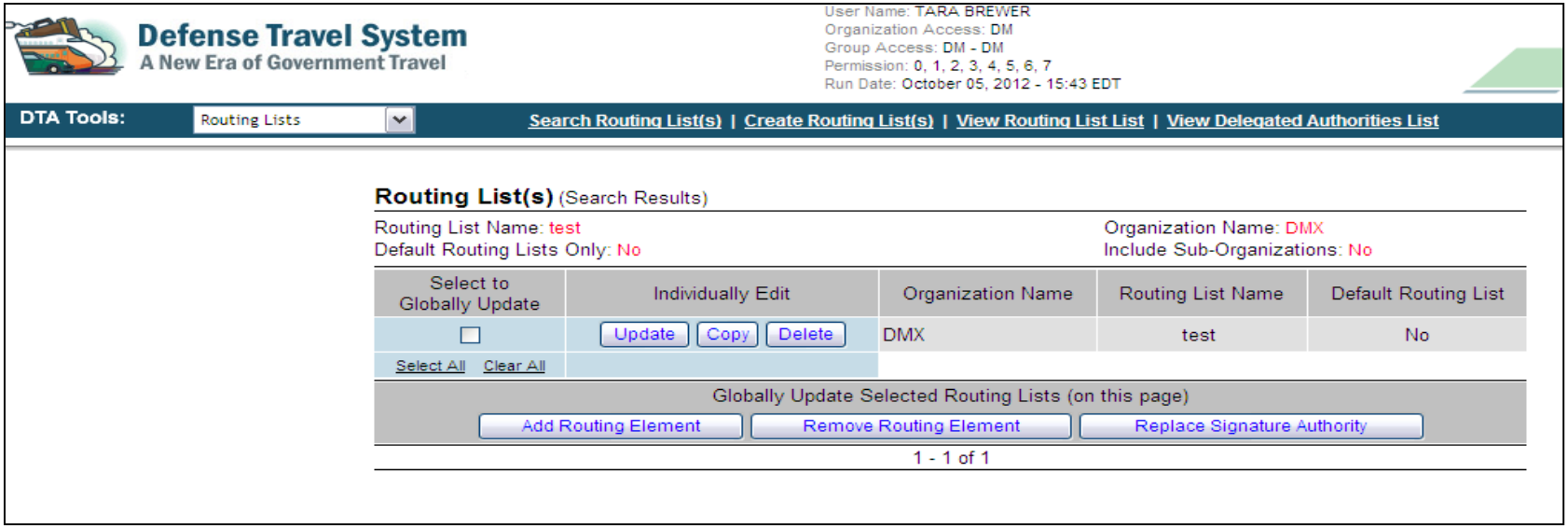

Defense Travel System
A New Era of Government Travel
User Name: TARA BREWER
Organization Access: DM
Group Access: DM - DM
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: October 05, 2012 - 15:23 EDT
DTA Tools:
Routing Lists
Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List
Search Routing List(s)
For "Organization Name" please enter four or more characters in the corresponding field to display list of available organizations.
Routing List Name:
Organization Name:
DM
--Include Sub-Organizations
Default Routing Lists Only:
Search

Create a Routing List

- Enter the new, unique “Routing List Name”
- Enter DTS Organization that will be assigned
- Check box if default routing list
  - New default routing lists affect only new travelers
  - Must change all members of organization
- If not default, any member in organization can select it

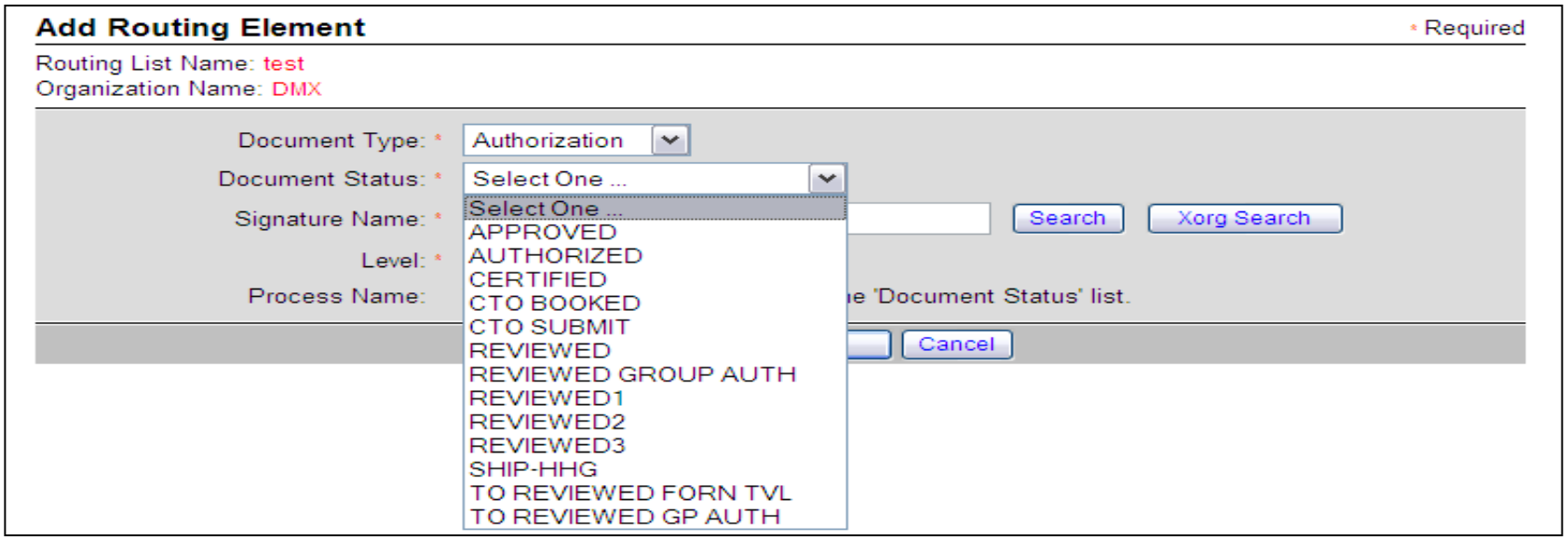
Create a Routing List

- Add routing elements



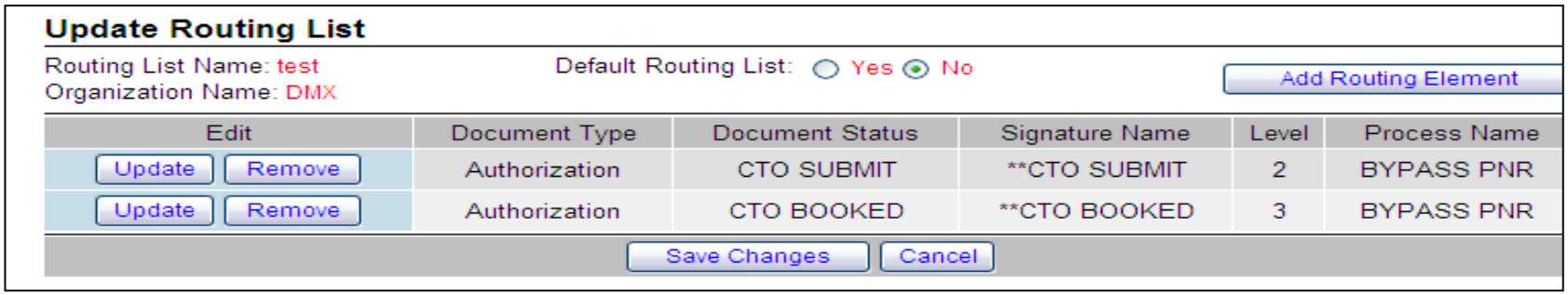
Create a Routing List

- Select “Document Type”
- Select “Document Status”



Create a Routing List

- “Search” for personnel to be added to the Routing List by SSN or name
- Enter “Level”
- To enter CTO Stamps, select “Populate CTO Stamps”

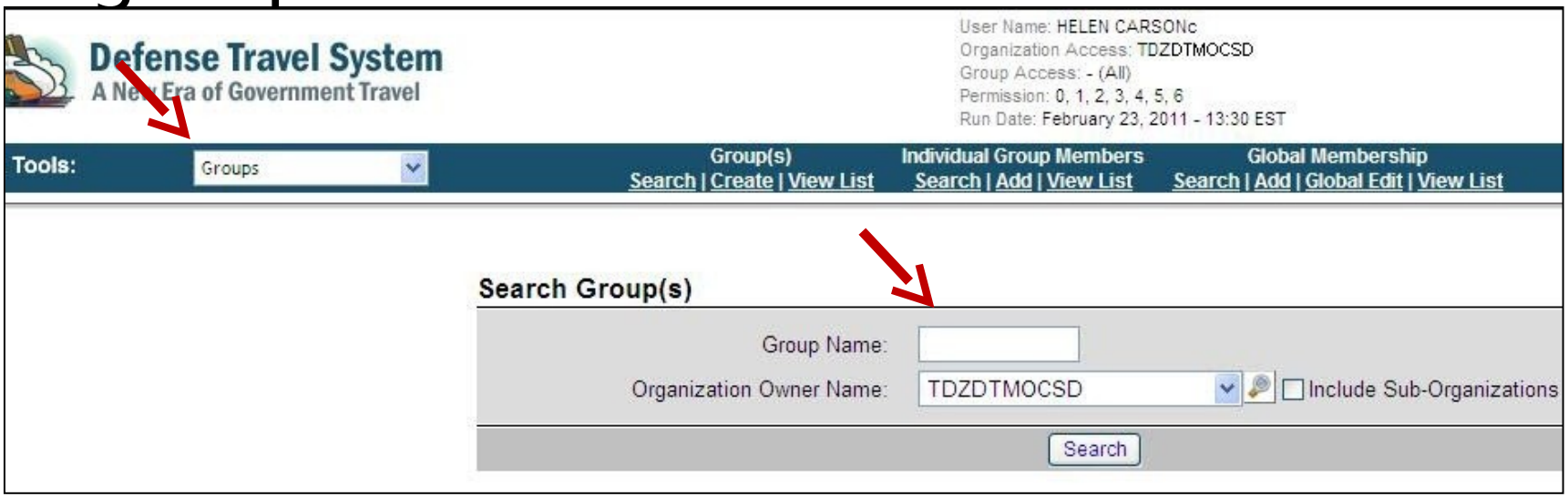


DTA – Routing Lists

- If routing list is modified, traveler or user with access to traveler's documents in electronic routing must be re-sign the documents
- Your local Routing Official contacts are:

DTA - Groups

- Groups facilitate Privacy Act
- Every traveler belongs to at least one group



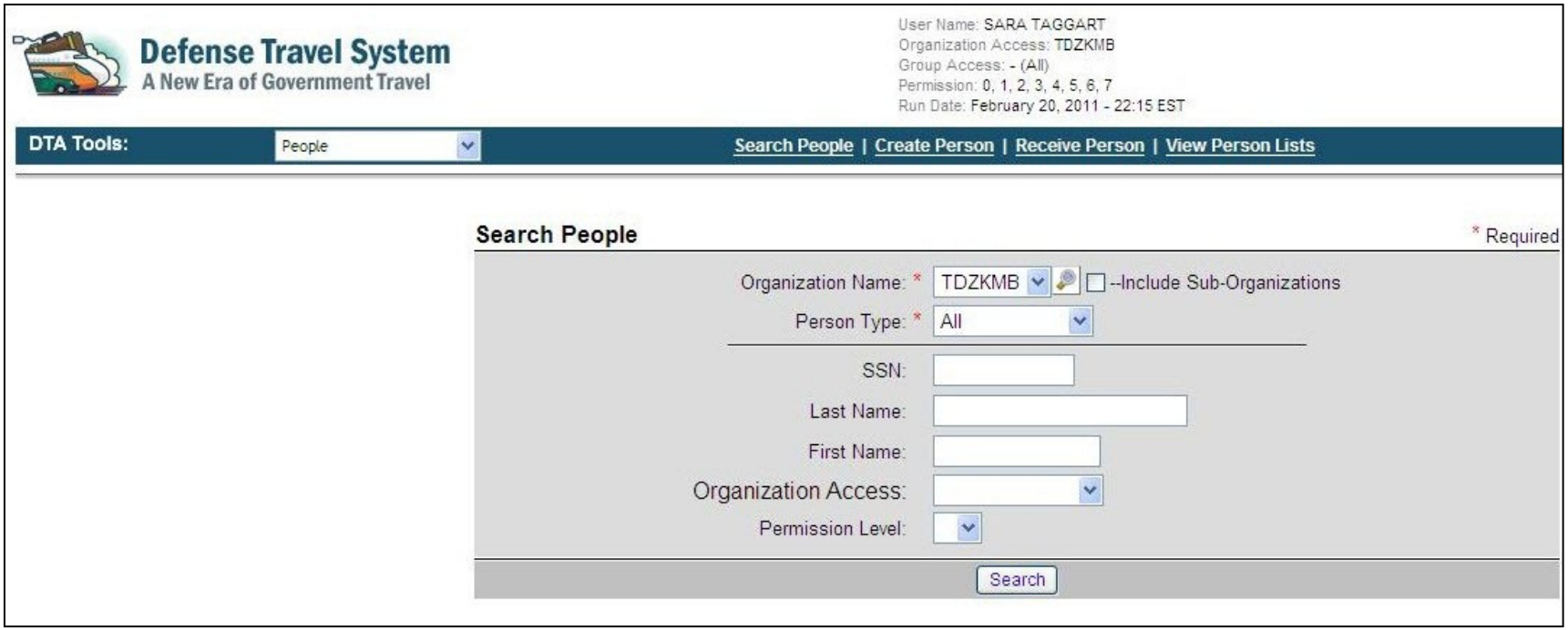
DTA - Groups

- Group access limits traveler's profiles that can be viewed
- Traveler data restricted by group access
- Group consists of travelers with something in common:
  - Unit, section, branch, workgroup, etc.

DTA - Groups

- DTS uses group identifiers because organizations use same name for groups
- Group identifiers have two parts:
  - DTS organization name
  - Group name
- Cannot change group names

DTA - People


Defense Travel System
A New Era of Government Travel
User Name: SARA TAGGART
Organization Access: TDZKMB
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: February 20, 2011 - 22:15 EST
DTA Tools:
People
Search People | Create Person | Receive Person | View Person Lists
Search People
* Required
Organization Name: * TDZKMB --Include Sub-Organizations
Person Type: * All
SSN:
Last Name:
First Name:
Organization Access:
Permission Level:
Search

DTA - People

- DTAs with permission level 5 can update profiles
- ODTAs ensure profiles are received, updated, deleted, detached
- All people are associated to at least 1 organization, 1 routing list, 1 group

DTA - People

People (Search Results)

Organization Name: TDZKMB
Include Sub-Organizations: Yes
Organization Access:

SSN:
Last Name:
First Name:

Permission Level:
Person Type: All

Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry A	SSN:	XXXXX4103	Organization:	TDZKMB
			Permission:	0, 1, 2	Organization Access:	TDZKMB
			Rank:	MO-02	Group Access:	(All)
Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry T	SSN:	XXXXX4108	Organization:	TDZKMB
			Permission:	0	Organization Access:	No Org Access
			Rank:	ME-04	Group Access:	None
Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry D	SSN:	XXXXX4113	Organization:	TDZKMB
			Permission:	0, 1, 2, 3, 4, 5, 6, 7	Organization Access:	TDZKMB
			Rank:	ME-06	Group Access:	(All)

DTA - People

- Profiles created in DTA Maintenance Tool or by traveler through self-registration
- Ensure traveler is detached from previous organization if they cannot self-register
- Travelers that plan to travel should self-register and submit user/traveler profile

Travelers and Profile

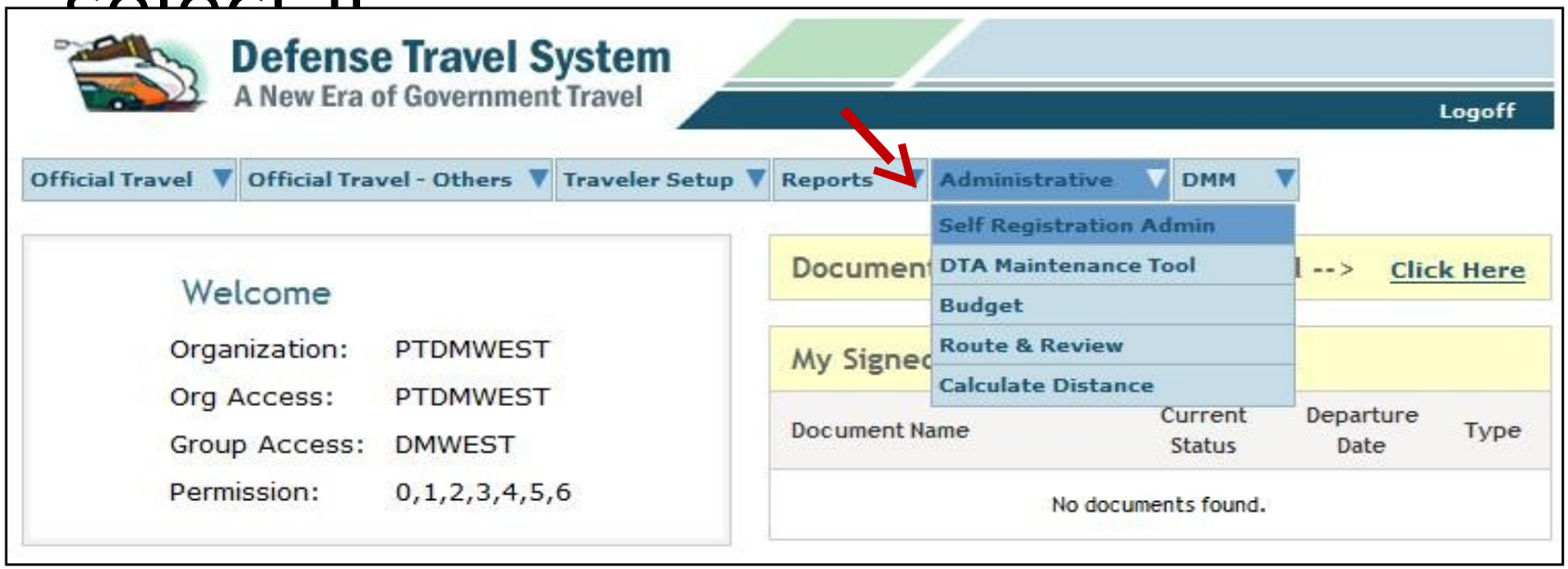
- Travelers will verify and update profile when:
  - GTCC near expiration
  - Traveler promoted, moving or permanent change of station (PCS)
  - Traveler’s email changes

Travelers and Profile

- Remind travelers to update EFT information:
  - DTS does not automatically pay into direct deposit account
  - Location of traveler's GTCC and EFT – in

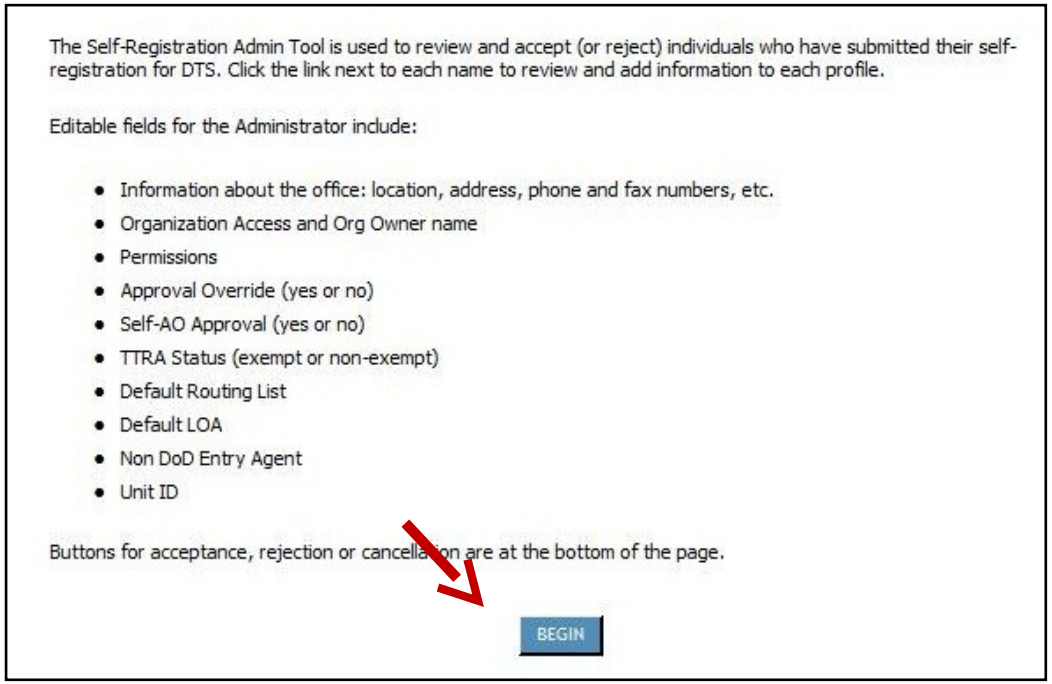
Receiving Travelers

- To receive or join travelers through the Self-Registration Admin Tool, select it



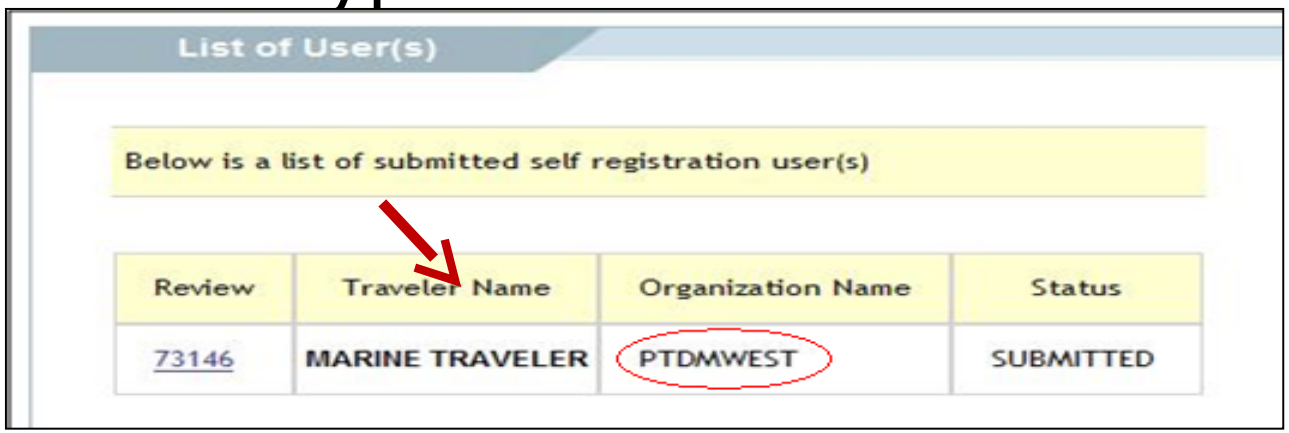
Receiving Travelers

- In the Self-Registration Admin Tool:
  - Select “Begin” at the bottom of the page


The Self-Registration Admin Tool is used to review and accept (or reject) individuals who have submitted their self-registration for DTS. Click the link next to each name to review and add information to each profile.
Editable fields for the Administrator include:
Information about the office: location, address, phone and fax numbers, etc.
Organization Access and Org Owner name
Permissions
Approval Override (yes or no)
Self-AO Approval (yes or no)
TTRA Status (exempt or non-exempt)
Default Routing List
Default LOA
Non DoD Entry Agent
Unit ID
Buttons for acceptance, rejection or cancellation are at the bottom of the page.
BEGIN

Receiving Travelers

- In the Self-Registration Admin Tool:
  - Find organization's name, review personnel
  - Select hyperlink of traveler's name



Receiving Travelers

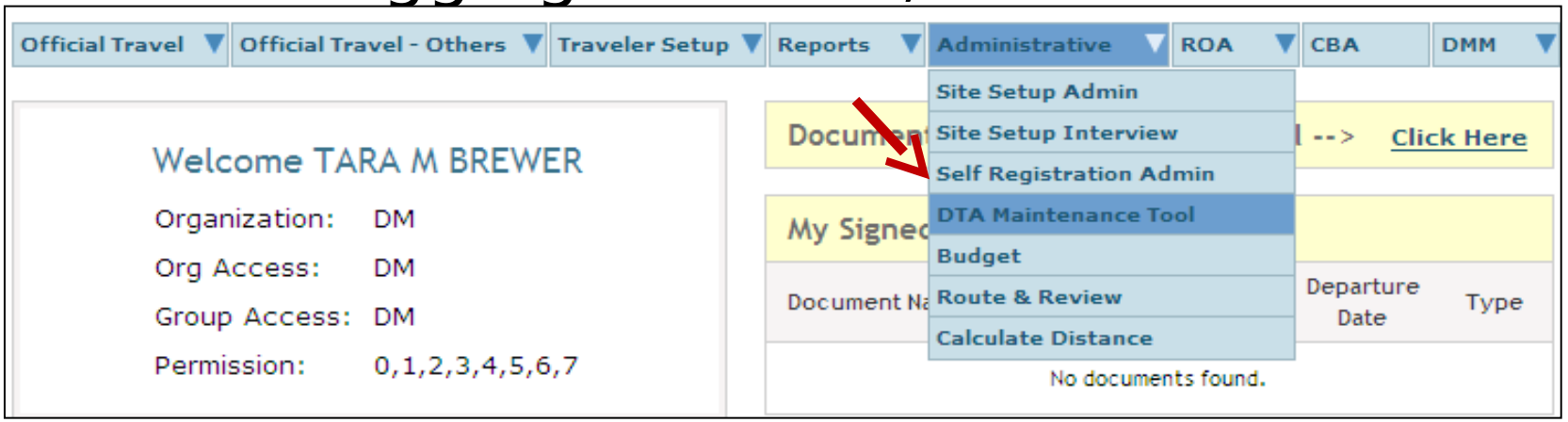
- Review the traveler's information; key things to look for:
  - Traveler's name and residential addresses
  - "Organization Description" is correct
  - Email address
  - EFT account information
  - GTCC; if none listed, contact GTCC Coordinator

Travelers and Profile

- For holders of GTCC:
  - Radio button for GTCC is YES
  - Advance Authorization reflects “card holder”
  - Mandatory use of GTCC “non-exempt”
  - Travel tickets not purchased with expired or turned off GTCC

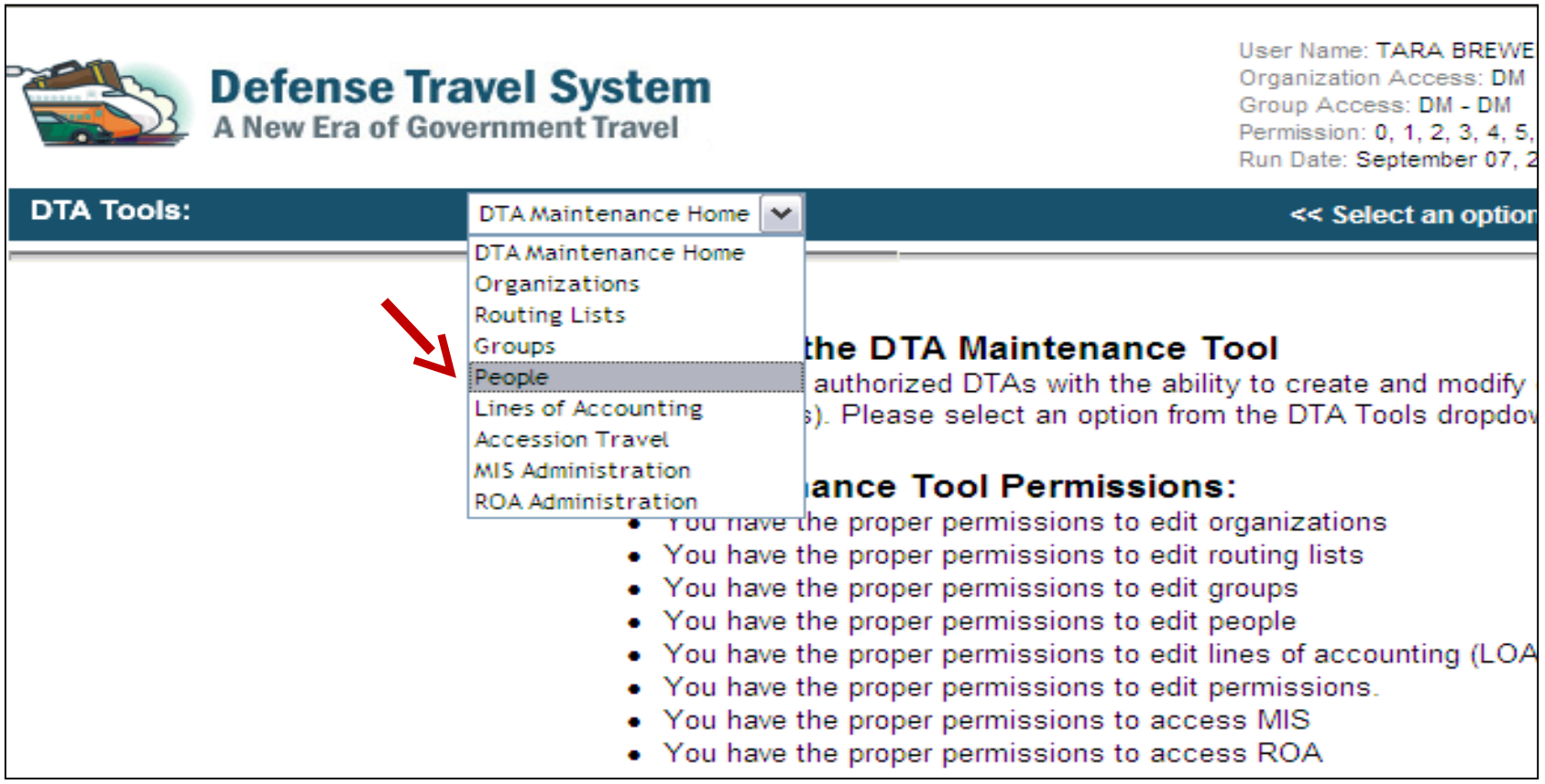
Receiving Travelers

- Monitor self-registration emails
- To receive travelers through DTA Maintenance Tool, must have traveler's full SSN:
  - After logging into DTS, select



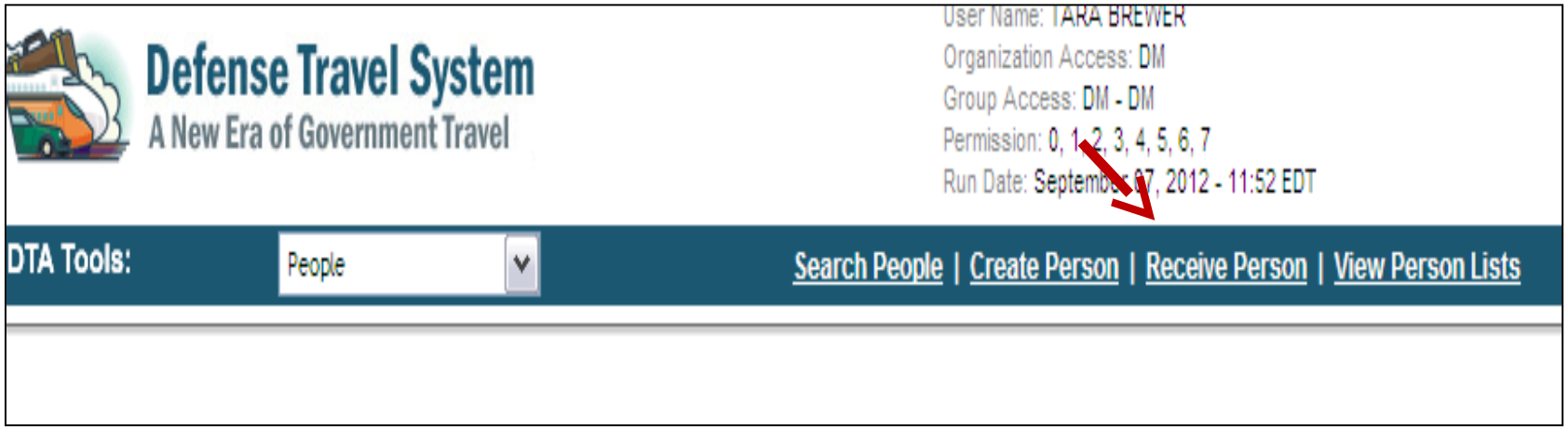
Receiving Travelers

- In the DTA Maintenance Tool, select


Defense Travel System
A New Era of Government Travel
User Name: TARA BREWE
Organization Access: DM
Group Access: DM - DM
Permission: 0, 1, 2, 3, 4, 5,
Run Date: September 07, 2
DTA Tools:
DTA Maintenance Home
<< Select an optior
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel
MIS Administration
ROA Administration
the DTA Maintenance Tool
authorized DTAs with the ability to create and modify
). Please select an option from the DTA Tools dropdo
ance Tool Permissions:
You have the proper permissions to edit organizations
You have the proper permissions to edit routing lists
You have the proper permissions to edit groups
You have the proper permissions to edit people
You have the proper permissions to edit lines of accounting (LOA
You have the proper permissions to edit permissions.
You have the proper permissions to access MIS
You have the proper permissions to access ROA

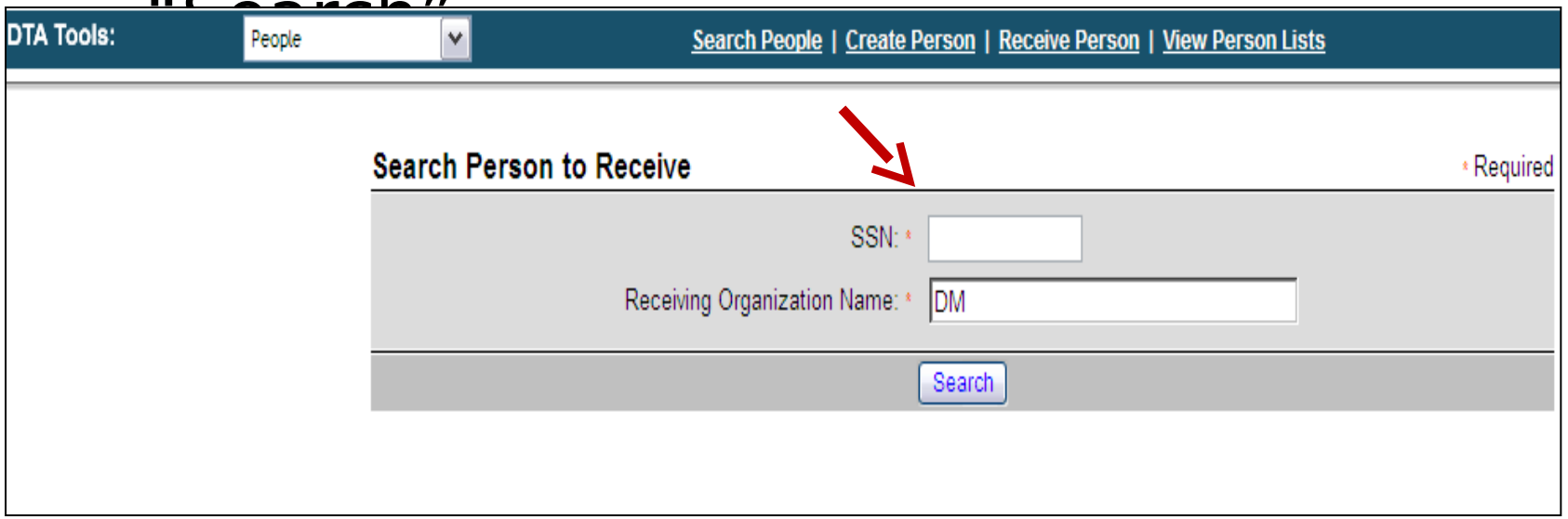
Receiving Travelers

- In the DTA Maintenance Tool:
  - Select “Receive Person”


Defense Travel System
A New Era of Government Travel
User Name: TARA BREWER
Organization Access: DM
Group Access: DM - DM
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: September 07, 2012 - 11:52 EDT
DTA Tools:
People
Search People | Create Person | Receive Person | View Person Lists

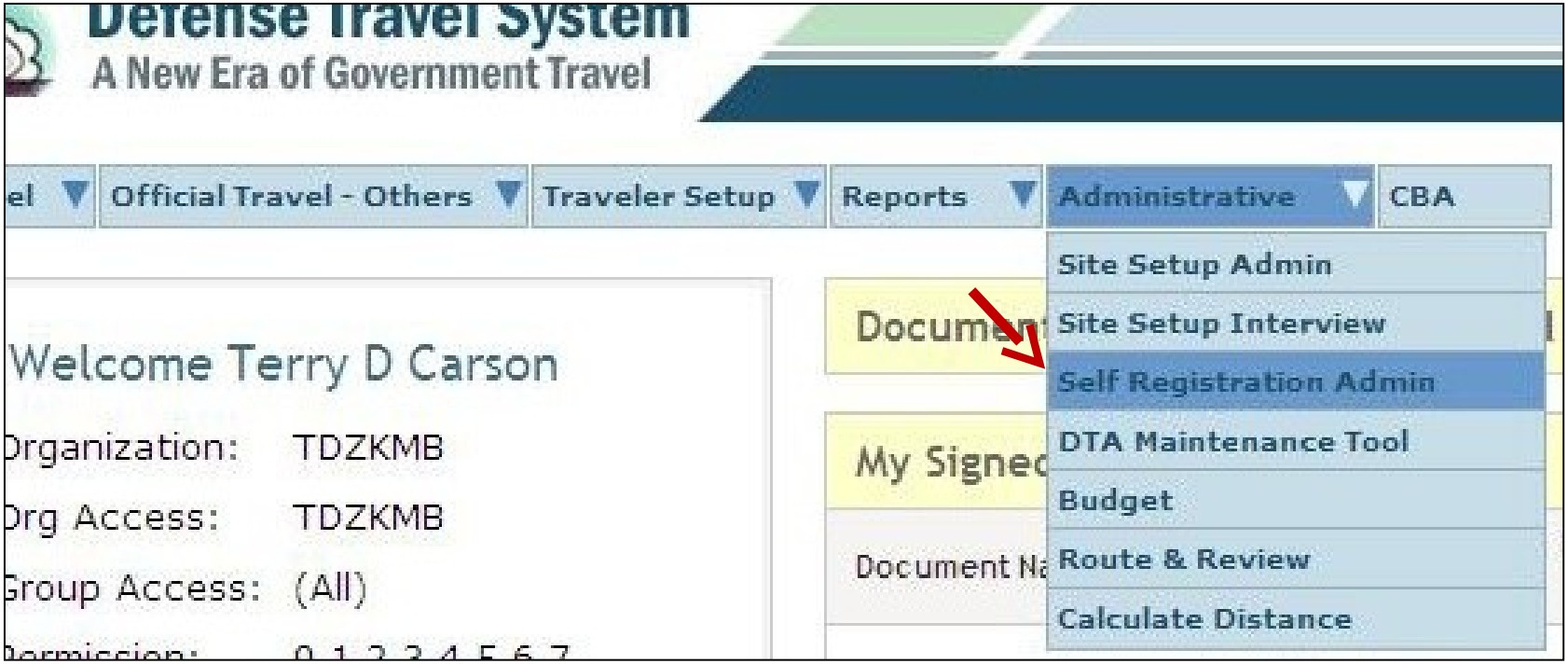
Receiving Travelers

- In the DTA Maintenance Tool:
  - Enter Traveler's SSN and Receiving Organization Name, then select "Search"



DTA - People

- Click on the “Self-Registration Admin” tab and check traveler’s information



DTA - People

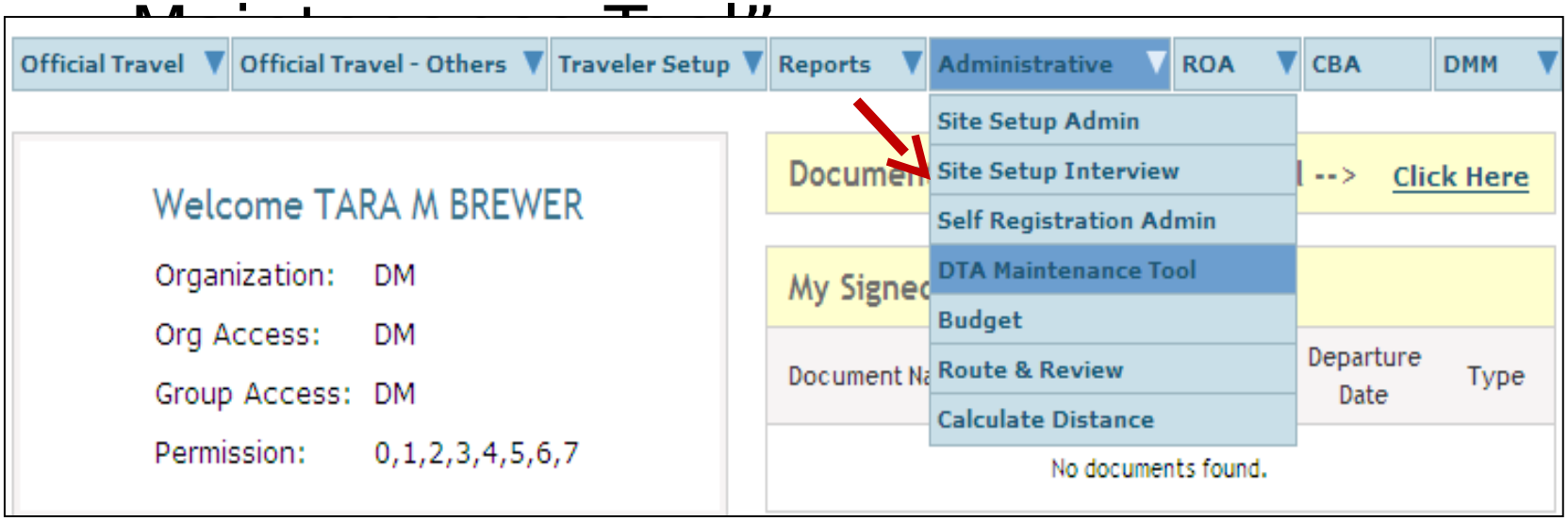
- Check traveler's information:
  - Name, command, residential address
  - "Organization Description" correct
  - Email in "Organization Email Address" correct and being monitored
  - "Email Notification" is ON

DTA - People

- If ODTA cannot receive profile:
  - Contact previous unit, LDTA, DTSMCST
  - Determine reason profile is “bad”, such as SSN ######1111 instead of ###-##-1111
  - Create or self-register new profile
  - After creating profile, “Refresh Account Data” link

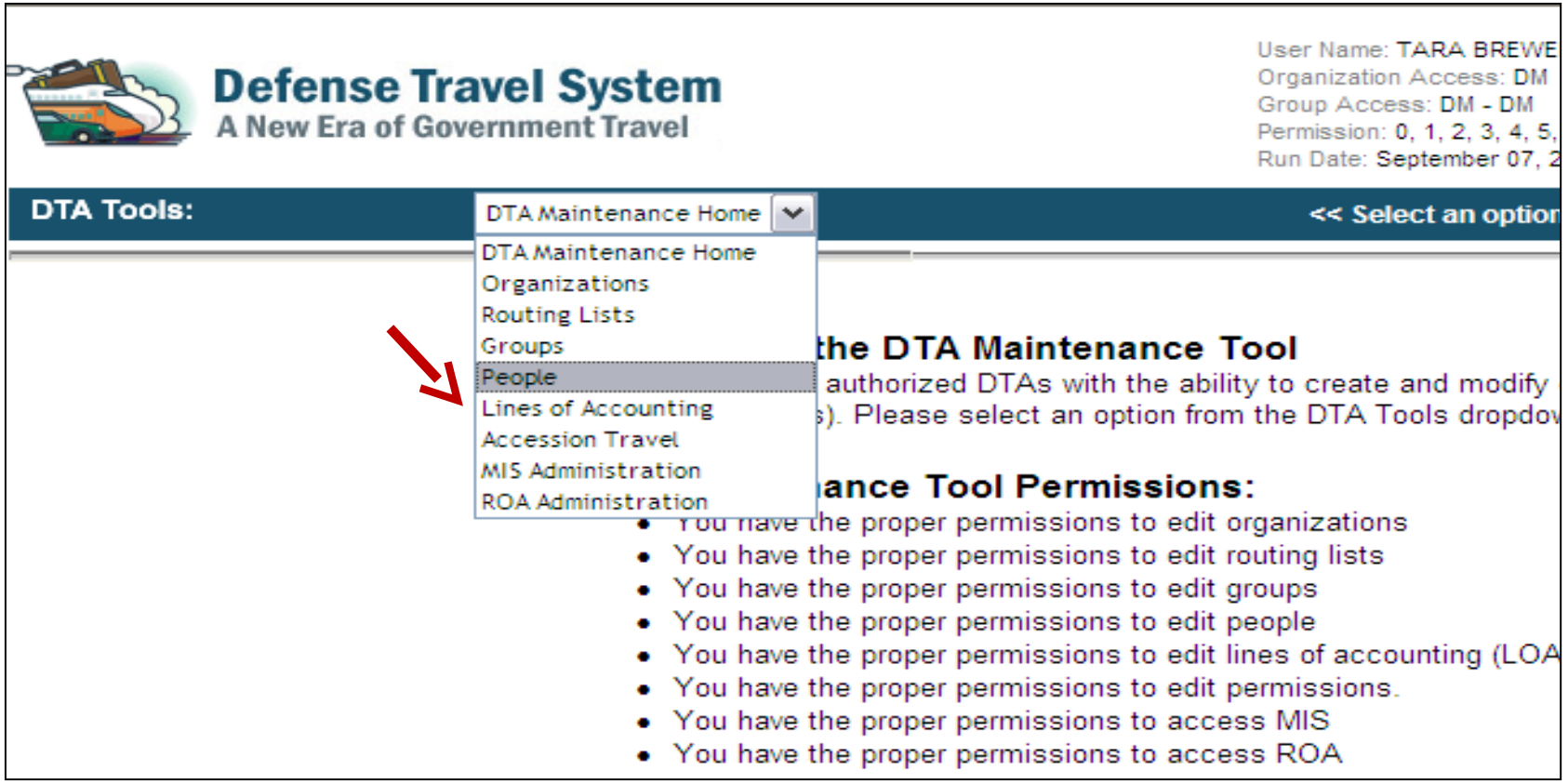
Detaching Travelers

- To detach a traveler that is leaving your organization:
  - After logging into DTS, select "Administrative" tab and "DTA



Detaching Travelers

- In the DTA Maintenance Tool, select


Defense Travel System
A New Era of Government Travel
User Name: TARA BREWE
Organization Access: DM
Group Access: DM - DM
Permission: 0, 1, 2, 3, 4, 5,
Run Date: September 07, 2
DTA Tools:
DTA Maintenance Home
<< Select an optior
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel
MIS Administration
ROA Administration
the DTA Maintenance Tool
authorized DTAs with the ability to create and modify
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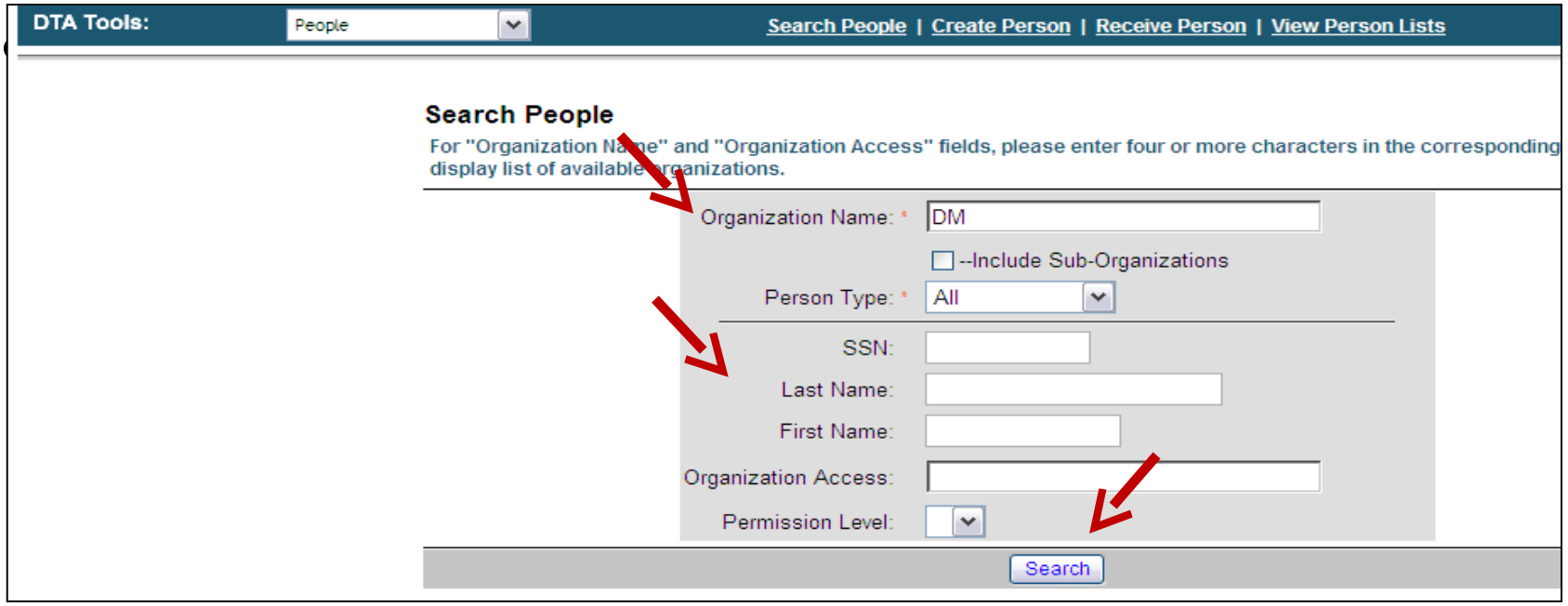
You have the proper permissions to edit organizations
You have the proper permissions to edit routing lists
You have the proper permissions to edit groups
You have the proper permissions to edit people
You have the proper permissions to edit lines of accounting (LOA
You have the proper permissions to edit permissions.
You have the proper permissions to access MIS
You have the proper permissions to access ROA

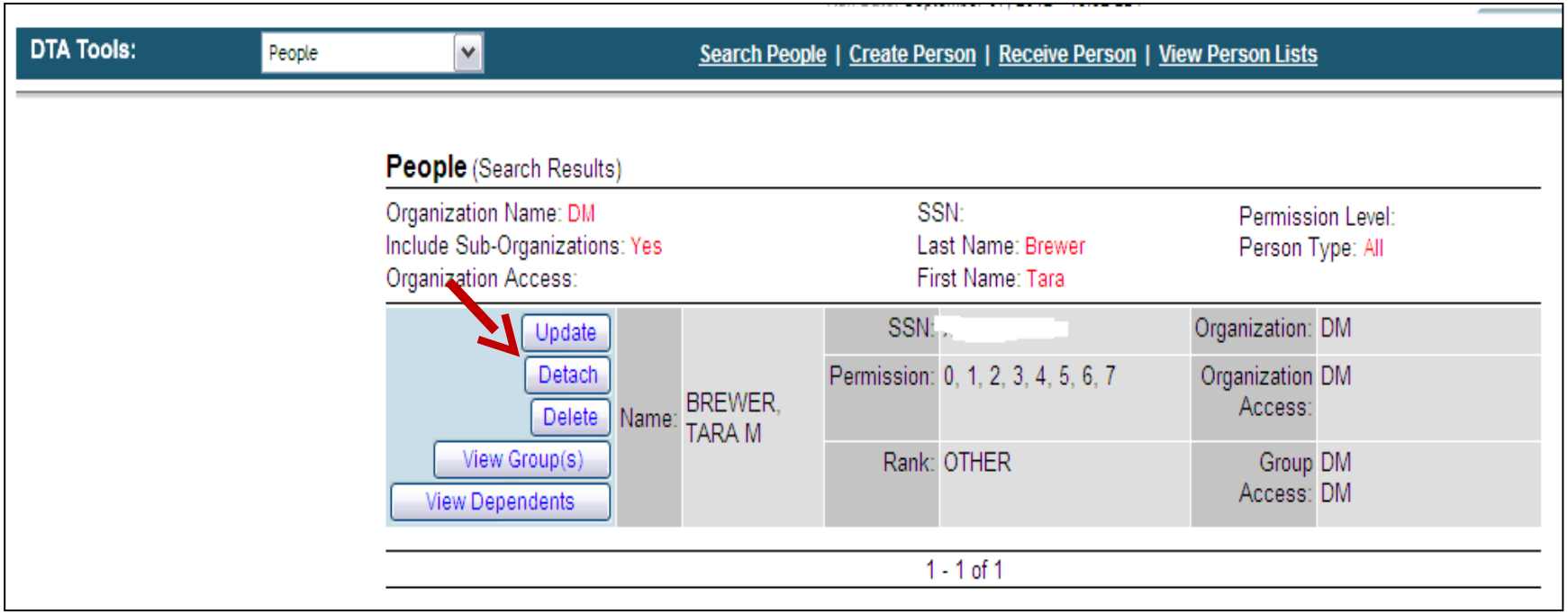
Detaching Travelers

- Enter “Organization Name”; if applicable check “Include Sub-Organizations” box



Detaching Travelers

- Click “Detach” next to the traveler



Detaching Travelers

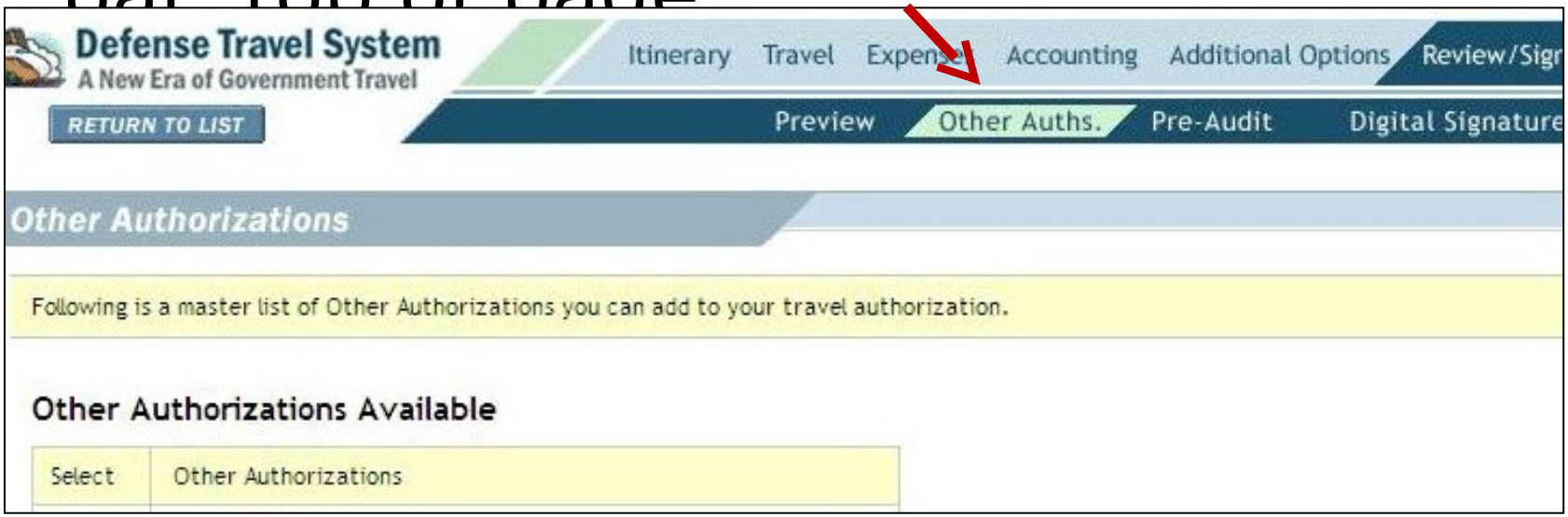
- Confirm by selecting “Detach Person”

Note

- The following teleconference statement must be included in the “Other Authorizations” section of the Travel Authorization:
  - **“Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means.”**

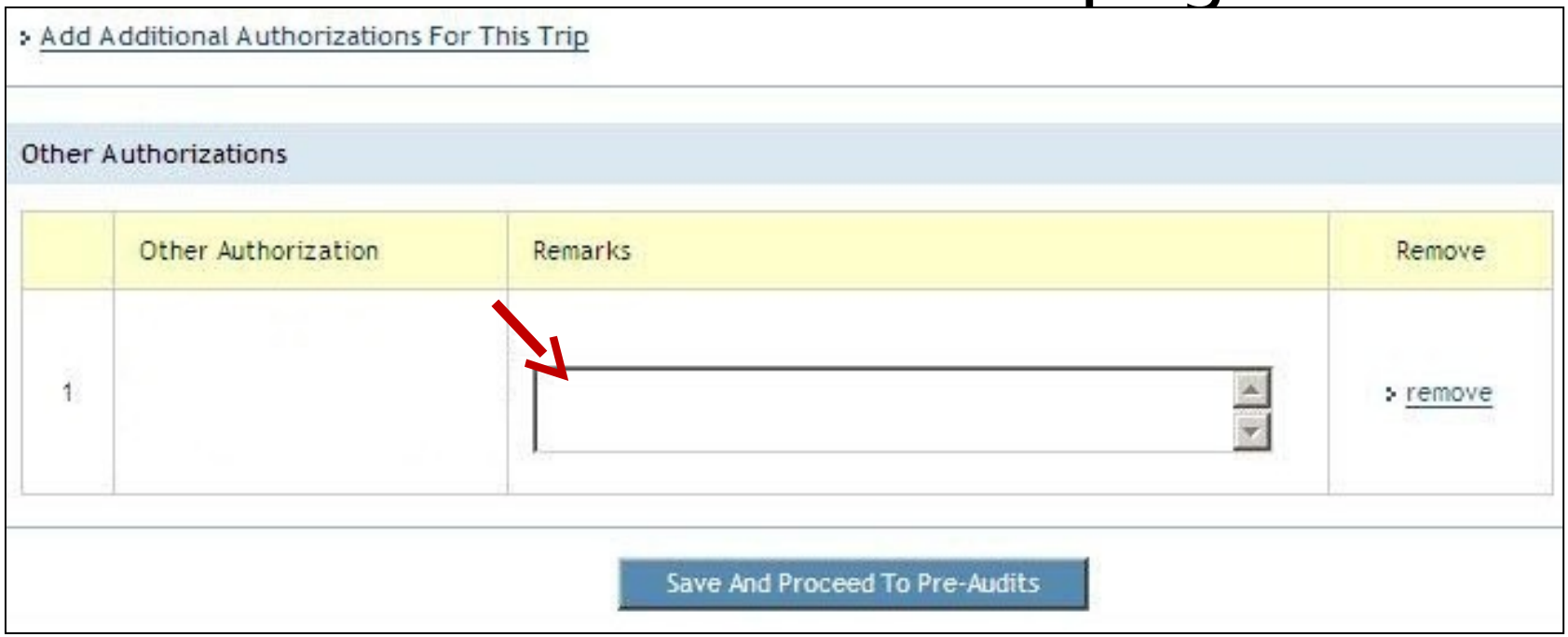
Teleconference Statement

- To add Teleconference Statement: While in DTS Authorization, click on “Other Authorizations” tab in menu bar, top of page



Teleconference Statement

- When screen opens, scroll down, find “OTHER” block and click on it
- Scroll down to bottom of page and



Interim Transition

- Questions?
- **<u>Question</u>**: What do you do if a traveler does not or cannot self-register?

Interim Transition

- **Answer**:
  - Ensure the traveler is detached from their previous organization
  - Create a profile through DTA Maintenance Tool

Interim Transition

- **<u>Question</u>**: What does the ODTA look for in the profile of travelers using GTCC?

Interim Transition

- **<u>Answer</u>**:
  - Radio button in the profile for GTCC is “YES”.
  - Advance Authorization must reflect “card holder”.
  - Mandatory Use of GTCC reflects “non-exempt”.
- Next: continue managing organization’s DTS

Track Lost Payments

- Responsibility of ODTA or LDTA:
  - Verify reject status – status of the voucher
  - Check EFT information with LDTA
  - Check trace – email DFAS-Indianapolis
  - Recertified check – email claim of non-receipt to DFAS-Indianapolis

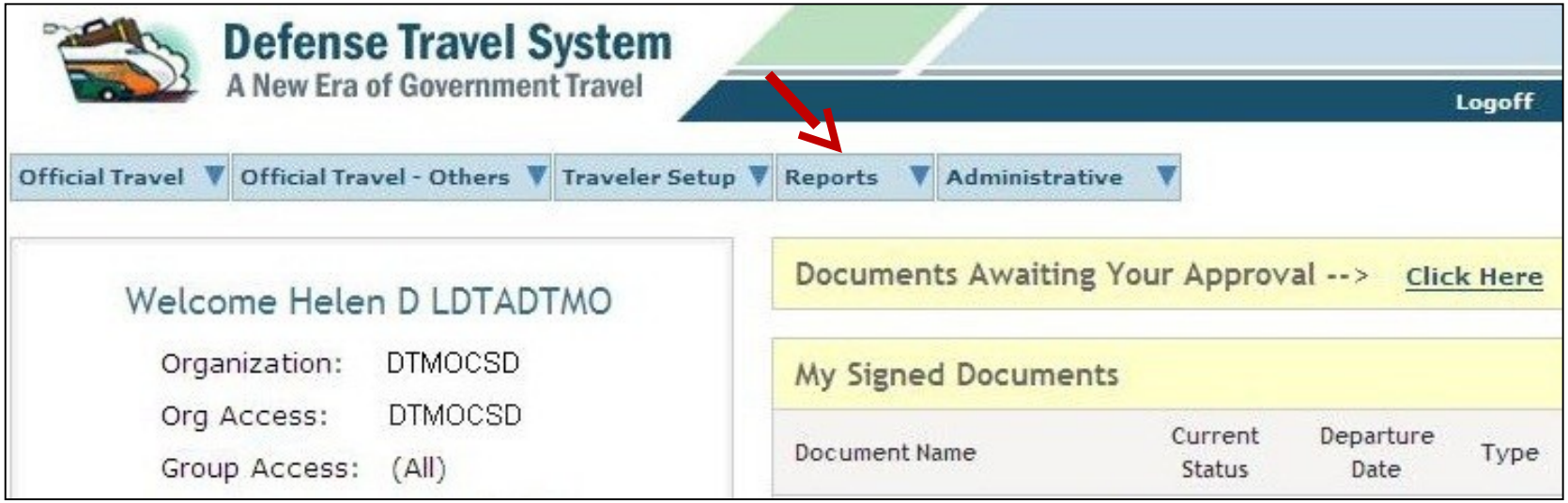
Track Lost Payments

- Responsibility of ODTA or LDTA, EFT Trace:
  - Traces status of DFAS payment
  - If no EFT information in traveler's profile - DFAS sends check
  - Stop payment requires 60-75 days for reissue

EFT Return

- A system-generated email is sent to:
  - Traveler
  - AO
  - DTA, of the returned payment and incorrect EFT information

Reports


Defense Travel System
A New Era of Government Travel
Logoff
Official Travel
Official Travel - Others
Traveler Setup
Reports
Administrative
Welcome Helen D LDTADTMO
Organization: DTMOCSD
Org Access: DTMOCSD
Group Access: (All)
Documents Awaiting Your Approval --> Click Here
My Signed Documents
Document Name
Current Status
Departure Date
Type

Reports

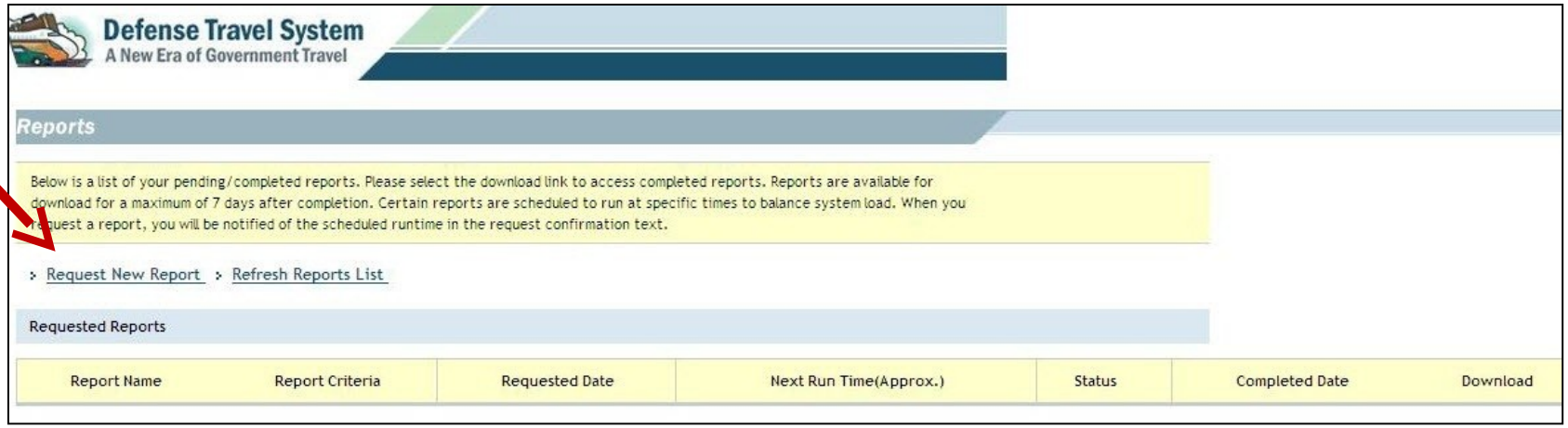
- Reports smooth out DTS management:
  - Prevent delays
  - Ensure documents are timely processed
- Organization access required
- Complete search criteria screen

Reports

- DTS Report Scheduler:
  - Creates reports on DTS travel documents
  - Be specific for focused report
  - Generates reports at scheduled time
  - Notifies requestor by email when complete
  - Retrieve from DTS website
  - Maintain reports for current plus previous year

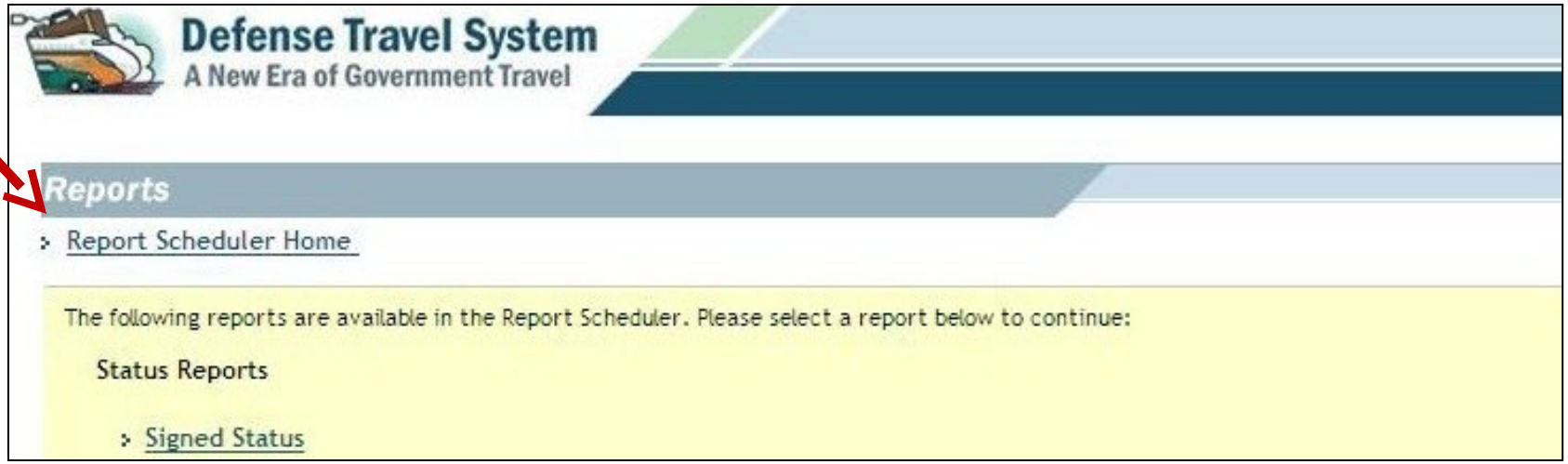
Reports

- DTS Report Scheduler:
  - Click on “Reports” tab, “Request New Report”


Defense Travel System
A New Era of Government Travel
Reports
Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.
Request New Report
Refresh Reports List
Requested Reports
Report Name
Report Criteria
Requested Date
Next Run Time(Approx.)
Status
Completed Date
Download

Reports

- DTS Report Scheduler:
  - Select link for report
  - Complete search criteria
  - Select “Submit”


Defense Travel System
A New Era of Government Travel
Reports
Report Scheduler Home
The following reports are available in the Report Scheduler. Please select a report below to continue:
Status Reports
Signed Status

Reports

- A requested will appear in the “Requested Reports” screen
- When available for download, “Download” will appear in the “Download” column
- The “Status” box will tell you when pending requested reports will be available

Reports

- Run these reports through DTS Report Scheduler:
  - Unsubmitted Voucher Report - weekly
  - Depart Status Report – weekly, end of week
  - Pending Airline Cancellation (Daily)
  - Complete Traveler Information List Report (Monthly)

Reports

- Run these reports:
  - Complete Traveler Information List – monthly
    - Government Charge Card Data Settings

	Cardholder	Non-Cardholder
Gov't Charge Card Holder	Yes	No
Advanced Authorization	Card Holder	Advance Auth, Full Advance, or No Advance
Mandatory Use of GOVCC	Non-Exempt	Exempt

Reports

- Run these reports:
  - Self-Registration Module
    - Review for self-registration requests: accepted, rejected, deleted
    - Access through Administrative drop-down menu
    - Run report monthly

Reports

- Run these reports:
  - Basic Traveler Information List
    - Ensure personnel in the organization are in DTS
    - Monitor permissions no change has occurred
    - Run report monthly

Reports

- Other recommended reports available through DTS Reports Scheduler:
  - Traveler Status
  - Adjustments

Transition

- Questions?
- **<u>Question</u>**: Which reports shall the ODTA retrieve weekly?

Transition

- **Answer**:Unsubmitted Voucher, Depart Status, Pending Airline Cancellation, Complete Traveler Information List
- Next: applicable regulations

Identify Regulations

- Details are in your Student Guide:
  - JTR
  - DOD FMR 7000.14-R, Volume 5, Chapter 33
  - DOD FMR 7000.14-R, Volume 9, Chapters 2 and 3
  - MCO 4650.39A
  - MCO 4600.40A

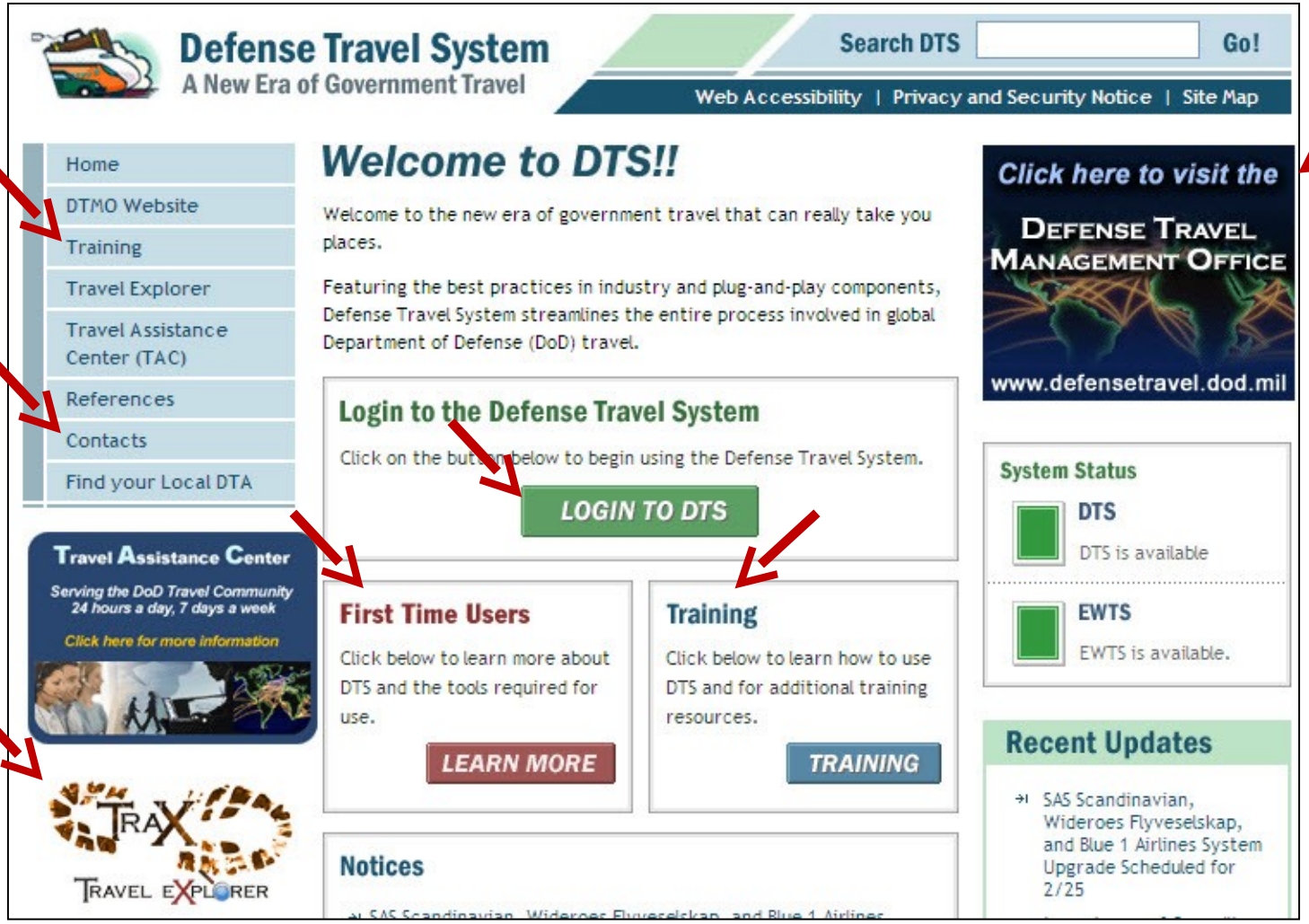
Transition

- Questions?
- **<u>Question</u>**: Which regulation provides Marine Corps policy, guidance, and procedures for DTS?

Transition

- **Answer**: MCO 4650.39A
- Next: identify available resources

DTS Website


Defense Travel System
A New Era of Government Travel
Search DTS
Go!
Web Accessibility | Privacy and Security Notice | Site Map
Home
DTMO Website
Training
Travel Explorer
Travel Assistance Center (TAC)
References
Contacts
Find your Local DTA
Welcome to DTS!!
Welcome to the new era of government travel that can really take you places.
Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.
Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS
Click here to visit the
DEFENSE TRAVEL MANAGEMENT OFFICE
www.defensetravel.dod.mil
System Status
DTS
DTS is available
EWTS
EWTS is available.
Travel Assistance Center
Serving the DoD Travel Community 24 hours a day, 7 days a week
Click here for more information
First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE
Training
Click below to learn how to use DTS and for additional training resources.
TRAINING
Recent Updates
SAS Scandinavian, Wideroes Flyveselskap, and Blue 1 Airlines System Upgrade Scheduled for 2/25
TRAX
TRAVEL EXPLORER
Notices

Identify Resources

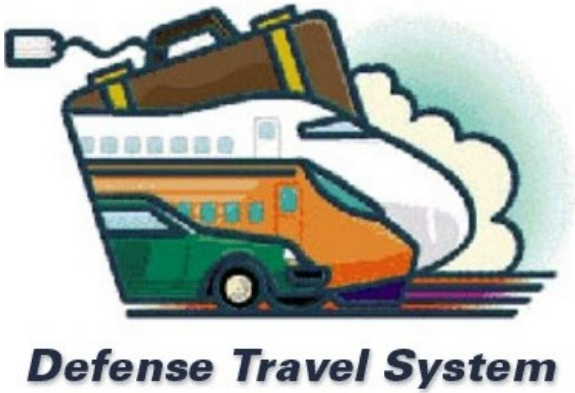
- DTS website:
  - Login to DTS
  - Access “Training” and “Resource Lookup” tabs
- DTMO Travel Explorer (TraX):
  - Register and login
  - Access “Knowledge Center” and “Training” tabs

Identify Resources

- Enterprise Web Training System (EWTS):
  - Mirrors DTS
  - Contact USMC DTS Helpdesk for assistance
- DOD DTS Best Practices
- Defense Travel Administrator’s Manual
- Marine Corps DTS Portal

Identify Resources

- Local Tier II Helpdesk contact information:



Transition

- Questions?
- **<u>Question</u>**: What website has most of the DTS resources?

Transition

- **Answer**: DTS Website, http://www.defensetravel.osd.mil/dts/site/index.jsp

- Next: summary

Summary

- The following topics were discussed during this lesson:
  - Identify ODTA responsibilities
  - Manage organization’s DTS
  - Identify applicable regulations
  - Identify available resources

Discussion/Questions